MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.

STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- **temporary agents** are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- **contract agents** may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different staff categories.

(Reference: Selection reference OP/COM/2023/2897)

IT Service Officer – IT Systems

Publications Office of the European Union

Selection reference: OP/COM/2023/2897
Domain: Information technology
Where: OP.A.2.001 – "Data operations and enrichment services", Luxembourg
Staff category and Function Group: Temporary agent 2b – Administrator
Grade: AD 5-7
Publication deadline: 12.03.2024 – 12.00 (Brussels time)

WE ARE

The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies and agencies. As such, it is the central point of access to EU law, and also to publications, data, research results, procurement notices and other official information. The Publications Office therefore plays a central role in informing the public about what the EU does and means for them, and in unlocking the power of data. Its mission is to support EU policies as a centre of excellence for information, data and knowledge management, and to ensure that this broad range of information is available to the public as accessible and reusable data to facilitate transparency, economic activity and the diffusion of knowledge.

Unit A.2 delivers services to enrich and ensure the appropriate quality of metadata for publications so that they are findable by their intended audience and can provide a sound basis for AI-based solutions. It also delivers operational services relating to metadata and the data flow of legal and general publications. These services include the reception, validation, and monitoring for content and metadata flow of electronic resources published by the Publications Office on behalf of the institutions and bodies of the EU. The unit plays a crucial role in the field of artificial intelligence thanks to a deep understanding of the data and metadata available in the Publications Office's repositories and by experimenting with AI-based tools in its business processes.

WE PROPOSE

We propose an exciting and challenging position whose objective is to define ways of exploiting structured and unstructured data and metadata, in particular in the context of the European Legal Data Space, to define and put in place new services to external stakeholders (typically other public administrations, businesses or citizens) but also stakeholders internal to EU Institutions in support of policy making and evidence-based policy making. This requires an excellent understanding of how data and metadata can be exploited as well as their key importance for Artificial Intelligence based services. This implies a very good understanding of AI both in technical terms but also regarding its ethical implications.

The selected candidate will, in particular, perform the following tasks:

• Coordination of technical tasks and projects;
• Create or supervise the creation of scripts and tools (both ad hoc and systematic) for extracting, structuring and enriching data in response to concrete business questions;
• Coordinate with relevant units within Publications Office (in particular the Publication Office's Innovation team, the unit responsible for EUR-Lex and Legal Information, and the unit in charge of Digital transformation);
• Contribute to the elaboration of proposals for new services based on the enriched data and metadata

(Reference: Selection reference OP/COM/2023/2897)

resulting from the understanding of the OP Knowledge Graph and content and the application of AI;
• Supervise the data curation activities that are necessary to ensure the highest quality of the data and metadata held in the OP central repository (Cellar).

WE LOOK FOR

Personal Qualities
• Genuine interest in innovation and in the exploitation of data and metadata;
• Ability to communicate in simple terms complex technical/data related matters;
• Ability to think critically and challenge existing structures and solutions;
• Interested in constantly improving the services provided by the unit;

Specialist skills and experience
• Technical expertise with handling structured data (XML) and semantic data, with specific expertise in legal data and metadata
a strong asset (e.g. AKN4EU, ELI, legal ontologies);
• Technical expertise with AI frameworks geared at the exploitation of data and metadata. Expertise in multiple types of
frameworks (rule-based, machine learning etc.) an asset;
• Awareness of ethical issues and overarching EU policy priorities related to AI;

Management skills
• Good capacity to coordinate the work of a technical team.

(Reference: Selection reference OP/COM/2023/2897)

HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:
1. your CV   2. motivation letter   3. duly filled in application form.
Please send these documents by the publication deadline to
OP-DIR-A-SECRETARIAT@publications.europa.eu indicating the selection reference
OP/COM/2023/2897 in the subject.

No applications will be accepted after the publication deadline.

(Reference: Selection reference OP/COM/2023/2897)

ANNEX

1. Selection

> ## **Am I eligible to apply?**

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:
- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:
In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:
- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU[1]
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

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[1] The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

(Reference: Selection reference OP/COM/2023/2897)

> ➢ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants[2].

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

> ➢ **Type of contract and working conditions**

The place of employment will be in **Luxembourg**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the** Conditions of Employment of Other Servants**, in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with Commission Decision C(2013)8970 laying down the criteria applicable to classification in step on engagement.

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[2] Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).

The duration of the **1ˢᵗ contract will be of 1 to 3 years.** The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with Commission Decision C(2013)9049 on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to Working conditions and benefits of EU Careers.

For information related to Data Protection, please see the Specific Privacy Statement under "7. Information to data subjects on their rights", to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.