



## **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](https://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](#).



# IT Project Officer

## DG Publications Office of the European Union

**Selection reference:** OP/COM/2023/2940

**Domain:** Information Technology

**Where:** Unit OP.A.3 - „Digital Solutions and Process Efficiency“, Luxembourg

**Staff category and Function Group:** Temporary agent 2b - Administrator

**Grade:** grade range: AD5-AD7

**Publication deadline:** 27.02.2024 - 12.00 (Brussels time)

### WE ARE

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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.

The Publications Office publishes in all the official languages of the European Union and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence).

The Unit A.3 manages the portfolio of Information Systems of the Publications Office. Our unit consists of highly qualified Digital Transformation Experts who provide technical expertise and manage the operation, development and evolution of our systems.

The unit applies service management methodologies to assist the operational units, helping them to define their IT needs and carrying out a constantly evolving work program while reporting to the management on the state of the projects. It elaborates and maintains OP's multi-annual IT plan and, in collaboration with the OP Governance unit, ensures efficiency and harmonisation of OP's IT architecture.



## **WE PROPOSE**

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Unit OP.A.3 is seeking to hire one IT Project Support Officer to manage Information Systems and large-scale projects to contribute to the Digital Transformation of the Publications Office. The post is in the sector A3.001 - "Development of and support for dissemination systems" of the "Digital solutions and process efficiency" unit. Systems managed in this sector support the publication of the Official Journal through the EUR-Lex website and his dissemination stack. The sector manages the Program and Projects about Dissemination Technological Stack reengineering (with state-of-the-art Cloud technologies) and manages the OP Program and projects about exploitation of Artificial Intelligence in OP services delivery.

The activity of the successful candidate will focus on:

- Managing projects and programs and ensuring they are completed on time, within budget, and to the satisfaction of stakeholders;
- Managing outsourced developments and/or leads insourced development teams;
- System management, maintenance and evolutions of critical information systems;
- Contract Management to procure the IT services necessary to accomplish the team objectives;
- Collaboration with cross-functional teams to ensure the successful implementation of solutions.

The job will be carried out in the stimulating IT environment of the Publications Office and focus on state-of-the-art technological developments. We offer you the opportunity to work with highly motivated colleagues and training opportunities. The position comes with the Initiation and Verification Agent roles and attending the mandatory training (Expenditure Lifecycle) is expected shortly after the start.

## **WE LOOK FOR**

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We are looking for an IT Project Officer.

The ideal profile for the job is a self-motivated colleague with IT background (studies and work related) and experience in project management (methodologies such as PM2), attentive to detail, with a mature sense of responsibility and the ability to follow-up on multiple tasks simultaneously.

Experience in contract and financial management is also desirable.

Excellent communication and negotiation skills, flexibility, reactivity, the ability to work in a team.

A service-oriented approach is required for being successful in this position.

Experience in the following domains constitutes an advantage: Outsourced developments, software Architecture, Cloud technologies, Agile software development (SCRUM).

A certification in a project management methodology would be an asset.



Experience with implementing content management systems and/or solutions relying on Artificial Intelligence would be an asset.

### **HOW TO EXPRESS YOUR INTEREST?**

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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 27/02/2024 at noon to [OP-DIR-A-SECRETARIAT@publications.europa.eu](mailto:OP-DIR-A-SECRETARIAT@publications.europa.eu) indicating the selection reference OP/COM/2023/2940 in the subject.

**No applications will be accepted after the publication deadline.**



## 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<sup>1</sup>
- 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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<sup>1</sup> 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).



### ➤ **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<sup>2</sup>.

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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<sup>2</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1<sup>st</sup> 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.