



## **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](#).



# Project Manager – Infrastructure project leader

## DG JRC of the European Commission

**Selection reference:** JRC COM/2024/563

**Domain\*:** LOGISTIC SUPPORT – BUILDING and FACILITY MAINTENANCE

**Where:** Unit JRC.R.2 – Support Services – Petten

**Staff category and Function Group:** Temporary agent 2d – Administrator

**Grade:** AD 5-7

**Publication deadline:** 05.04.2024 – 12.00 (Brussels time)

### WE ARE

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The current vacancy is in the Directorate for Support Services. Its mission is to ensure the efficient and effective deployment of the resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations and to make the JRC sites safe, secure and attractive working environments. The Directorate provides efficient customer driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour to their respective communities at large.

The vacancy is within the Support Services Petten Unit, whose task is to support and coordinate the implementation of support services on the Petten Site in a client responsive manner and in compliance with all applicable rules and regulations.

The Unit provides also technical support for the scientific programmes of the site and to develop and maintain the infrastructure of the site. The post is located in Petten / The Netherlands.

More detail can be found at: <https://ec.europa.eu/jrc/en>

We offer the possibility to work in an international and dynamic working environment, supporting the research activities taking place in Petten, with a competitive salary and benefits. The jobholder will join a motivated team of engineers and technicians dedicated to support the mission of JRC in a multitude of policy areas.

The staff of the Unit (about 40) is based in Petten (NL) at the Energy and Health Campus. A convenient bus service connects our offices to the cities of Alkmaar (45 mins), Amsterdam (60 mins) and Bergen (25 mins). Temporary accommodation is offered to newcomers (based on availability). Children of employees can attend the European School in Bergen.

Situated on the coast in the North Holland dunes, Petten boasts a unique family-friendly physical environment, ideal for outdoor and nature enthusiasts.



## WE PROPOSE

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The Petten Support Services Unit is seeking to hire a Project leader to perform some of the following tasks under the supervision of the Sector Head:

- Coordination and project management of major projects related to site's infrastructure and buildings. The projects are to improve and modernize site's facilities, compliant with EMAS 2030 targets;
- Facility Management; namely manage maintenance contracts and supervise the execution of preventive and corrective maintenance activities;
- Design management, namely to control the quality and the timely delivery of designs and technical specifications for projects developed by the JRC's third party technical consultants;
- Preparation of technical specifications and follow-up of tendering processes of projects related to buildings and infrastructure;
- Preparation of technical specifications and management of contracts for services and works and related to legal and environmental compliance;
- Follow up tender procedures in coordination with the procurement department and evaluate tenders (technical and financial);
- Supervise outsourced and contracted services and monitor quality of their deliverables;
- Provide input for budget, technical requirements, and to participate in meetings and working groups as needed;
- Contribute to the definition of the Sector's objectives;
- Participate in other infrastructure projects when appropriate;
- Follow all applicable safety, environment and quality requirements; make sure that applicable legislation is followed;
- Responsible for the preparatory work associated with the operational aspects of a transaction (formulation of proposals, estimation of costs, cost/efficiency analysis, technical specifications etc.);
- Monitor contract execution until termination;
- Ensure that the relevant financial procedures are implemented in compliance with the principles of sound financial management and legality, conform with the applicable rules of the Financial Regulation and any related guidance.

## WE LOOK FOR

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We are looking for a **Project Manager - Infrastructure project leader**

The candidate should possess a 3-years University degree (bachelor or equivalent) in a technical domain (ideally engineering or architecture) and should have experience in project management of construction of new or renovation projects.

Job-Related experience: at least 1 year proven experience in the field of PROJECT MANAGEMENT related to construction of buildings and an infrastructure . The experience could be either as a project manager on behalf of a contractor or as a supervisor/project manager on behalf of the client. Qualifier: advantage.

Job-Related experience: at least 1 year in the field of BUILDING and FACILITY MANAGEMENT related to buildings and infrastructure. Qualifier: Desirable.



Job-Related experience: at least 1 year in the field of DESIGN MANAGEMENT related to buildings and infrastructure. Qualifier: advantage.

Knowledge of building policies and best practices especially on environmental matters of infrastructure and on energy efficiency of buildings is essential.

Previous experience in software tools for maintenance and facility management would be an asset as well (CMMS , AIMMS).

Good understanding of relevant administrative requirements preferably acquired in an international organization would be an asset.

Very good command of written and spoken English and of another EU official language are required.

The candidate should have excellent communication skills, as the work will involve constant interaction within a wider EU context, good computer skills (Word, Excel, CAD etc), a high level of personal initiative in order to organise his/her own work, be able to analyse quickly and work with a high degree of precision even under stress and also be well-adapted to team working.



## 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 the publication deadline to [HR-JRC-PTT-SELECTION-RECRUITMENT@ec.europa.eu](mailto:HR-JRC-PTT-SELECTION-RECRUITMENT@ec.europa.eu) indicating the selection reference **JRC COM/2024/563** 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 **Petten**.

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.