



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](#).



IT Project Officer

Directorate-General for Research and Innovation (DG RTD) of the European Commission

Selection reference: RTD/COM/2024/691

Domain: Information Technology

Where: Unit RTD.H.DEP.IT.1.001 - „eGrants Solutions unit”, Brussels

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

Grade: AD 5-7

Publication deadline: 08.04.2024 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Research and Innovation (DG RTD) is responsible for developing and implementing the European Research and Innovation (R&I) policy with a view to achieving the goals of Europe 2030 and the Innovation Union. DG RTD supports research and innovation through European framework programmes, coordinates and supports national and regional research and innovation programmes, contributes to the creation of the European Research Area and supports European organisations and researchers in their cooperation at international level.

RTD.H is the “Common Implementation Centre” (CIC) which designs the strategy and provides the framework for the coherent and simplified implementation of EU R&I programmes and other direct management programmes. It collaborates closely with the central services and other DGs to offer modern and streamlined services to the research family of the Commission. The CIC drives the digital transformation across the Commission to maximise synergies between EU programmes and strives for further harmonization of project life-cycle management. It provides modern, comprehensive and high-quality services and advice on legal, audit, business process and IT issues to the entire research family. As the one-stop shop for data, reporting, and monitoring of the research framework programmes, it provides innovative solutions and knowledge to policy-making and stimulates the exploitation of results.

RTD.H.DEP.IT “Common IT Service” implements (in partnership with DG DIGIT) reliable, modern and high-quality information systems supporting the full cycle of Grant Management of the research family for Horizon Europe and Horizon 2020, common FP7 applications and for all other direct granting programmes and entities supported in the Commission. The department has a corporate role in the provision of eGrants systems and services for the whole Commission. The department is responsible for the development and maintenance of IT applications (eGrants and Sedia) covering the complete grant cycle, from call definition and publication, to audits and programme evaluation, experts, external administrative staff and beneficiaries.

(Selection reference RTD/COM/2024/691)



RTD.H.DEP.IT.1 “eGrants Solutions” is the unit responsible for the development of digital state of the art end-to-end solutions for grant management, serving businesses and stakeholders within and outside of the European Commission. These eGrants IT solutions developed by the Unit result in more effective and efficient management of grant agreements, allowing for fully digital transactions between all the parties involved, rapid interaction with beneficiaries and finally a more fluent, digitally enabled, execution of strategic interventions of the EU bodies through direct grants. The Corporate eGrants solutions include Grants, Expert contracts and Audit management modules interfacing with corporate document management and financial systems, systems to manage reference data and important elements of the corporate workflow system, Compass Corporate.

The eGrants sector is in charge of the conception, development, implementation, monitoring and assessment of strategies and policy development in the eGrants set of tools, in particular related to the following activities: project management, grant agreement preparation; reporting and payment, compass workflow management, shared services and problem management. It is currently organised around 8 teams and is composed of 3 statutory staff and around 50 service contractors.

WE PROPOSE

The eGrants Solutions Unit of DG RTD is seeking to hire an IT Project Officer.

We have an open position for an IT Project Officer, contributing to the development and delivery of our corporate Grant Management applications (eGrants) and to the organisation of the related development teams.

The successful candidate will be responsible for and/or contribute to:

- liaising with the user representatives for the IT applications and with the governance members
 - elaborating the strategy and blueprint of the applications, planning the related projects and developments at annual work plan level, refine them (together with the teams) into quarterly objectives and iteration goals, activities and deliverables
 - coordinating the development activities with the agile development teams
 - making sure that architectural and security considerations within the standards of the Commission are planned and integrated by design in the developments
 - reviewing project deliverables and documentation, organising quality control, identify and analyse (potential) risks and define and implement risk mitigation actions
 - monitoring and reporting on project progress, resource consumption; taking appropriate actions when project progress and/or resources consumed deviate from what was planned; organise change control
 - contributing to the budgetary planning and monitoring related to the application development and support
 - supporting teams to progress in the application and value delivery of (scaled) agile and devops development approaches, fostering for continuous improvements in this domain.
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- As support of the Head of Sector (HoS),
 - deputizing for the HoS in his/her absence



- preparing the various management and business meetings (Program Management, Steering Committee, etc)
- participating in the organisation and animation of the sector.

WE LOOK FOR

The ideal profile for the job is a motivated IT project officer who will contribute to the technical and organisational strength of the eGrants sector. The ideal candidate must have a proven experience in managing IT teams (as team leader or coordinator) and/or project management. Good understanding of the Java application architecture used in the Commission is an asset. Having knowledge or experience with Grant/Contract management business domains and other corporate IT solutions (such as ABAC/SUMMA, Ares, Secunda+, Sedia portal) is an asset.

The successful candidate should demonstrate result orientation, customer focus, fostering teamwork and collaboration, showing initiative, flexibility, reliability, good organisational and communication skills.

Proficiency in English is required. Independent use of French is an asset.



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

RTD-DEP-IT1-TA-APPLICATIONS@ec.europa.eu indicating the selection reference 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 EU¹
- 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.

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).



➤ **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 applicants².

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 **Brussels**.

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

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



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.

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.