



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](#).



TEAM LEADER

DIGIT of the European Commission

Selection reference: DIGIT/COM/2024/817

Domain: Information and Technology

Where: Unit A.3.003 – „HR & Legislative Solutions“, Brussels

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

Grade: AD5-AD7

Publication deadline: 29.04.2024 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Informatics (DIGIT) is responsible for the management and coordination of information and telecommunication technology for the Commission's services and, in particular, for identifying, articulating and implementing a modern and dynamic Information Technology vision based on a strategy that is fully aligned with the Commission's overall priorities. DIGIT.A.3's mission is to provide corporate digital solutions to help EU Institutions and other bodies run their administrations and decision-making process in selected areas. End-to-end service delivery is done in a cost-effective manner by leveraging best practices in software engineering and service management. In close collaboration with other services in DIGIT and its customers, DIGIT.A.3 builds and operates solutions in the areas of (i) corporate decision-making, (ii) document management and (iii) managing human resources.

WE PROPOSE

Unit A.3.003 of DIGIT is seeking to hire one Team leader.

The HR Transformation (HRT) is one of the leading programmes in the unit. This ambitious, multi-year initiative seeks to replace and enhance existing HR IT solutions by integrating sophisticated SaaS solutions (with a special focus on ServiceNow) alongside custom-developed solutions. The programme adopts a comprehensive approach, encompassing both business and IT perspectives, it aims to streamline processes for all staff phases, from pre-hire to retirement, and covers the full spectrum of HR services within our organization and beyond, reaching inter-institutional levels.

We propose a position as Team leader-Programme Manager within DIGIT to play a pivotal role in the HRT Programme. This vital role is centred on managing and coordinating the activities associated with the Human Capital Management platform (SaaS solution). The role demands a candidate who can act as the integrative and driving force across various projects within the HRT Programme, ensuring seamless coordination and alignment with business stakeholders. Your contribution will be pivotal in fostering a collaborative atmosphere, driving digital transformation, and leading the programme towards achieving its strategic goals.

(Reference: Selection reference **DIGIT/COM/2024/817**)



WE LOOK FOR

We are looking for a Team leader-Programme Manager – a results-driven individual passionate about leading digital transformation and software development with at least 5 years' experience.

The perfect candidate will not only bring a substantial technical and managerial background to the table but will also possess exemplary communication and negotiation skills essential for steering our HR Transformation (HRT) Programme towards its strategic goals.

The key personal qualities of our ideal candidate include an innovative mindset and the ability to lead change, making them capable of identifying and implementing effective improvements to our working methods.

This individual should have excellent negotiation skills, enabling them to tackle and resolve challenges efficiently while ensuring alignment with our strategic objectives. A strong analytical and problem-solving capability is essential, allowing for the development of innovative solutions to complex issues.

Additionally, we value a customer and solution-oriented approach, ensuring that the services and support provided meet the high standards and needs of our business. In terms of specialist skills and experience, we are looking for someone with extensive experience of leading digital transformation initiatives, underpinned by a deep understanding of software development practices.

Proficiency in Agile, Scaled Agile Framework, and Project Management methodologies, or similar frameworks, is crucial for enhancing project management efficiency and adaptability.

Knowledge of European Commission processes, particularly in relation to the procurement and management of external resources, is a strong asset.

The role requires demonstrated success in managing IT projects, programmes, or portfolios with a strategic approach to achieving objectives. Moreover, the ability to manage and responsibly oversee large budgets is a must. A forward-looking strategic vision is critical for guiding the programme and team towards long-term success.

Exceptional leadership skills are required to motivate and lead diverse teams to achieve common goals. Effective communication skills are essential to ensure a collaborative and inclusive working environment, enabling the candidate to convey information clearly, understand others and negotiate successfully.

The unit's main working languages are English and French.



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 Magdalena.Hagiu@ec.europa.eu indicating the selection reference DIGIT/COM/2024/817 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)/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.

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.