



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](#).



Policy Coordinator – Digital policy

DG DIGIT of the European Commission

Selection reference: DIGIT/COM/2024/1596

Domain: Information and Communication Technologies

Where: Unit DIGIT.B2 - „Interoperability and Digital Government“, Brussels

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

Grade: AD 5 - AD 8

Publication deadline: 18.07.2024 - 12.00 (Brussels time)

WE ARE

Unit DIGIT.B2 “Interoperability and Digital Government” designs and implements the policy in the area of digital government/public sector interoperability. Interoperability – the capability of systems and organisations to cooperate across functional, sectoral and physical borders – is key for successful digital transformation.

Our regulation, [the Interoperable Europe Act](#), aims to strengthen public sector interoperability and will serve as our main policy framework for the years to come. We interact and support Member States (country CIOs and central digital transformation offices), partners at regional and local levels, with international organisations and third countries (UN, OECD, World Bank, Western Balkans) and with private sector players (GovTech SMEs and startups, open-source communities, academia).

The policy work is supported and implemented by a set of actions under the umbrella of ‘Digital Ready Policy Making’ action.

WE PROPOSE

Unit B.2 of DIGIT is seeking to hire one Policy Coordinator – Digital Policy.

We propose an exciting job as **Policy Coordinator – Digital policy**. You will lead the work on public sector interoperability policy design and implementation and in particular ‘Digital ready policy making’, under the umbrella of the Digital Europe Programme.

In particular, the successful candidate will:

- Develop digital government and interoperability policies such the European Interoperability Framework, provisions under the Interoperable Europe Act and digital ready policy making;



- Support the policy coordination, implementation and monitoring of the Interoperable Europe Act;
- Ensure that policy priorities are effectively reflected in the Digital Europe Programme/Interoperability: definition, development and implementation of policies and actions, including preparing, launching, and closing contracts, as well as guiding and supervising the teams in place;
- Ensure cooperation with Member States in the Interoperable Europe Board, with partner DGs and international partners, and represent the Commission in policy events at international, European and national level;
- Write briefings and speeches, organise and conduct events and workshops, design and contribute to communication activities.

WE LOOK FOR

We are looking for a Policy Coordinator – Digital Policy.

We look for enthusiastic candidates, with a strong background and hands-on experience in policy design, implementation and monitoring in the area of digitalisation in public sector.

Desirable skills and experience include in particular:

- Excellent oral and written communication as well as organisational skills, political judgement and very good understanding of the EU's policy priorities as well as EU's decision-making processes and relevant stakeholders;
- In-depth knowledge of the EU legal acquis in the digital domain, with a particular focus on interoperability and regulation applicable to public digital services;
- Proven experience in EU policymaking, designing and managing operational programmes and the implementation and monitoring of the related actions;
- Understanding of the policymaking processes within Member States, including the development, implementation and evaluation of digital policies, and the interplay between national and EU-level decision-making;
- Background in information technology or computer science, coupled with professional experience in the field;
- Ability to analyse, synthesise and communicate complex concepts and reports for briefings and communication materials aimed at different audiences, and policy messages that are adapted to them;
- Strong interpersonal skills to proactively engage with key interlocutors within DG DIGIT as well as in other services and with external stakeholders.

The successful candidate will be a good team player, proactive, with a strong sense of initiative, who enjoys working with autonomy. The position will also require the flexibility and resilience to work well under time pressure.



The main working language of the unit is English. A good level of English is required, French is an asset, as are other languages, given our close interaction with Member States.

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 DIGIT-B2@ec.europa.eu indicating the selection reference **DIGIT/COM/2024/1596** 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.