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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](#).



# Librarian

**Data, Information and Knowledge Management**

**Publications Office of the European Union**

**Selection reference: OP/COM/2024/1458**

**Domain\*:** Communication

**Where:** Unit OP.A.4 – “Data, Information and Knowledge Dissemination and Preservation Services”,  
Luxembourg

**Staff category and Function Group:** Administrator

**Grade:** AD5 - AD7

**Publication deadline:** 25/07/2024 - 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).

Unit A.4 ‘Data, Information and Knowledge Dissemination and Preservation Services’ is responsible for delivering library, information, and physical and digital preservation services both to the European Commission and at the interinstitutional level. It has the key role of ensuring that Commission staff have access to authoritative, evidence-based resources to support them in their daily work. The unit also develops tools and services for data, information, and knowledge dissemination and preservation for use at the Publications Office and beyond. The Library itself is split over two sites – one in Brussels and one in Luxembourg. Its staff work collectively to ensure the timely delivery of data and information to all its users. Through a suite of services, the unit is committed to fostering an environment of active enquiry, idea generation, open debate and collaboration. It works together with other libraries within the EU institutions and beyond to share experiences and build common services where appropriate. Beyond the Commission, the unit promotes its unique collection covering the EU project, which would be of interest to anyone researching the wider story of EU integration.

Connecting the Commission staff to data, information and knowledge, the EC Library has a key role to play in the acquisition of resources through a series of framework and specific contracts as well as in ensuring their discoverability. It is also involved in the provision of data-related services underpinning the implementation of the Data Strategy@EC. The position is based in Luxembourg.

## WE PROPOSE

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A position of Librarian - Data, Information and Knowledge Management (DIKM) contributing to the activities of the Unit

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in the area of Data, Information and Knowledge Management (DIKM). S/he will contribute primarily to the EC Library's procurement process, as well as providing advice and legal analysis in relation to the EC Library's acquisitions.

S/he will be expected to:

- Contribute to the definition and implementation of the unit's overall strategic objectives, work programme and specific objectives for the corporate data, information and knowledge acquisition and management service.
- Contribute to the procurement of data, information and knowledge management (DIKM) resources on behalf of the EC Library.
- Provide comprehensive support to the head of unit, deputy head of unit and the acquisitions team leader in interactions with contractors and third-party vendors to obtain optimum terms and conditions for such resources. This includes reviewing and revising third-party licenses in the area of DIKM.
- Provide the head of unit and deputy head of unit with an analysis and legal advice on copyright and intellectual property rights relating to DIKM, consulting with the OP Copyright and Legal Issues sector and the Central IP Service of the Commission as necessary.
- Provide advice on data protection aspects of EC Library operations and activities and create and/or update data protection records, in close cooperation with the data controller and the OP Data Protection Coordinator.
- Support the head of unit and deputy head of unit in the development and provision of data-related services such as the Evidence Transparency Service and the Data Advisory Service.
- Analyse and draft synthesis notes, documents and/or briefings on issues relating to EC Library procurement procedures and contractual matters.
- Contribute to DIKM projects in the interest of the DG and the Commission.

## **WE LOOK FOR**

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We are looking for a well-organized, enthusiastic individual with a strong background in law who can advise and support the head of unit and deputy head of unit on legal issues related to procurement and licensing in libraries.

The jobholder is expected to bring energy, commitment and legal insight into the acquiring of data, information and knowledge resources in a library setting.

A keen interest or experience in the field of Artificial Intelligence (AI) would be advantageous.

The ideal candidate should have the following essential knowledge and competences:

- Experience of acquiring data, information and knowledge resources.
- Experience of drafting procurement documents and managing contracts in a library setting.
- Good understanding of the complexities of licensing agreements, specifically within the context of libraries.
- Good understanding of the data protection legislation and its application in library activities and operations.
- Knowledge of new and emerging technologies in the library field.
- Ability to work in a proactive and autonomous way, in close collaboration with the team.
- Capacity to organise and chair meetings.
- Very good communication and drafting skills in English, and good knowledge of French.



## **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  
[OP-DIR-A-SECRETARIAT@publications.europa.eu](mailto:OP-DIR-A-SECRETARIAT@publications.europa.eu) indicating the selection reference  
OP/COM/2024/1458 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) 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.