**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://commission.europa.eu/about-european-commission/organisational-structure/people-first-modernising-european-commission/people-first-working-european-commission_en).

**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**](https://epso.europa.eu/en/selection-procedure/how-apply) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
* [**contract agents**](https://epso.europa.eu/en/selection-procedure/how-apply) 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](https://epso.europa.eu/en/eu-careers/staff-categories#tab-0).

**Finance Project Manager**

**in DG DIGIT of the European Commission**

**Job title:** Finance Project Manager

**Domain:** Information and Communication Technologies

**Where**: DIGIT.CERT-EU, Brussels

**Function Group**: FG IV

**Contract Type**: 3b

**Express your interest until**: 01.08.2024 - 12.00 (Brussels time)

**WE ARE**

# DIGIT-Digital Services is the Directorate whose aim is to deliver digital services to enable EU policies and to support the Commission’s internal administration. CERT-EU is the Cybersecurity Service for the European Union institutions, bodies, offices and agencies (Union entities). CERT-EU is administratively attached to DIGIT.

# Established in 2011 to shore up the ICT security for the Union entities, we have been steadily expanding our IT security operations over the years and currently serve over 90 such entities spread across the Continent and beyond.

# From our base in Brussels, we work with a range of peers, partners and researchers from all over the world to ensure we maintain our technological edge and have access to the best-in-class expertise.

**WE PROPOSE**

# DIGIT CERT-EU is seeking to hire a truly motivated project manager with finance expertise, focusing on steering IT projects while also overseeing financial aspects such as budgeting and contracts.

# The primary purpose of this role is the enlargement of DIGIT CERT-EU, focusing on following the IT projects handled by the different Union entities and teams inside of DIGIT CERT-EU. The person we are looking for will have a flexible mindset, with the will to take the lead on some of key projects as well support a highly technical group of IT experts, leveraging both finance and IT expertise.

# The position will consist of:

# Leading projects across diverse sectors/teams in DIGIT CERT-EU, to ensure successful delivery within scope, schedule, and budget. This includes coordinating project teams and closely monitoring progress to achieve project objectives effectively, as well as fostering effective communication with all teams in DIGIT CERT-EU and external contractors.

# Developing project plans, optimising resource allocation, and managing budgets to maintain financial stability and ensure project viability.

# Overseeing financial projects, from conception to execution, ensuring alignment with organisational goals and stakeholder expectations.

# Providing financial support and guidance, including budget planning and performance monitoring.

# Preparing, reviewing, and managing the budget, ensuring alignment with strategic goals and financial regulations.

# Leading the planning, execution, and monitoring of IT projects, ensuring alignment with organisational mandate and strategy.

# Coordinating with cross-functional teams to define project scope, objectives, and deliverables, while adhering to budget and timeline constraints.

# Communicating project progress and status updates to stakeholders and management, fostering transparency and alignment throughout the project lifecycle.

**WE LOOK FOR**

# We are looking for a candidate who will demonstrate the following required skills and characteristics:

# Professional background in project management by leading projects across diverse sectors, with a solid understanding of project management methodologies and tools.

# Professional experience in finance, including budgeting, financial analysis, and contract management, with the ability to integrate financial considerations into project planning and execution.

# Proven ability to establish and maintain effective working relationships with stakeholders across sectors/teams, leveraging communication skills to align project objectives with organisational strategy and goals.

# Strong analytical and problem-solving abilities, including the capacity to deal with a large amount of information in a limited time, assess project risks, and implement mitigation strategies effectively.

# High degree of commitment and flexibility, with the ability to adapt to changing priorities and navigate complex organisational structures in an international and multi-disciplinary work environment.

# High level of customer-orientation and willingness to remain aware of customers’ needs.

# Awareness about cyber related topics and understanding of current IT risks.

# Excellent communication skills in English, both orally and in writing.

# The ideal candidate will possess some, or all, of the following:

# A university degree in finance

# At least 3 years of hands-on professional experience in finance and IT project management

# Demonstrated leadership capabilities, with the ability to motivate and coordinate cross-functional teams, foster collaboration, and drive project success.

# Ability to align projects with organisational strategy and financial objectives, while proactively identifying opportunities for process improvement

# Experience in IT systems and software development lifecycle, familiarity with object-oriented programming languages, SQL, HTML, CSS, as well as with Git and Gitlab platform.

# Experience in delivering presentations and training sessions to diverse audiences.

# The candidate must hold a security clearance at EU SECRET level or be in a position to be security cleared.

**HOW TO EXPRESS YOUR INTEREST?**

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](https://eu-careers.europa.eu/en/job-opportunities/open-for-application). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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 *secretariat@cert.europa.eu*indicating the call for interest reference EC/2024/DIGIT/444631 in the subject.

**No applications will be accepted after the publication deadline.**

# ANNEX

# *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 contract 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 position;
* Produce the appropriate character references as to suitability for the performance of the duties.
* Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](https://eu-careers.europa.eu/en/job-opportunities/open-for-application) data base.

## Qualifications:

1. Have a level of education which corresponds to completed university studies of at least three 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.

## Languages:

* have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU[[1]](#footnote-1)
* AND have a satisfactory knowledge (minimum level B2)[[2]](#footnote-2) of a second official language of the EU, to the extent necessary for the performance of the duties.

# What about the selection steps?

The selecting unit chooses from the EPSO database[[3]](#footnote-3) candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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.

# *Recruitment*

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

# Type of contract and working conditions

# The place of employment will be in Brussels.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the** [Conditions of Employment of Other Servants](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501)**, in function group FG IV.** General information on Contract Agents can be found at this [link](https://epso.europa.eu/en/eu-careers/staff-categories#tab-Contract%20staff).

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates’ previous professional experience, in accordance with [Commission Decision C(2017)6760](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) laying down the criteria applicable to classification in step on engagement.

The duration of thefirst**contract will be of 1 year.** Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

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(2017)6760](https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)6760&lang=en) on policies for the engagement and use of contract 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](https://epso.europa.eu/en/eu-careers/benefits#tab-Work/Life%20Balance). |

For information related to Data Protection, please see the Specific [Privacy Statement](https://ec.europa.eu/dpo-register/detail/DPR-EC-02054.3) 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.

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). [↑](#footnote-ref-1)
2. For details on language levels, please see the Common European Framework of Reference for Languages (https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr). [↑](#footnote-ref-2)
3. Therefore, candidates who did not pass already a CAST on the level Function Group [IV], should register their profile at this [address](https://epso.europa.eu/en/job-opportunities/open-for-application). [↑](#footnote-ref-3)