



## **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://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](#).



# HRM Officer – Project Manager

## in DG HR of the European Commission

**Job title:** HRM Officer – Project Manager

**Domain:** Human Resources

**Where:** Unit HR.A.5 – HR Data & Analytics, Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 04.09.2024 - 12.00 (Brussels time)

### WE ARE

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The Human Resources and Security Directorate General (DG HR) oversees recruitment policy, training and career management, social policies and working conditions for Commission staff. It is also responsible for keeping buildings and employees safe and secure, making sure that work continues during crises and dealing with online security.

Unit HR.A.5 Data and Analytics supports DG HR's mission to be an enabling and strategic partner for the Commission operational services. It supports the delivery of key HR policy and political priorities, such as the Commission Strategy on Human Resources, the Commission strategy on reducing its environmental impact, and the Commission actions in the areas of Flexible working, Diversity and Inclusion. To maximise its impact in priority areas, DG HR strives to ensure optimal management of human resources in the Commission, supported by the right data and data insights.

The unit, composed of 28 colleagues organised into 5 teams, provides state-of-the-art, user-friendly, accurate and cost-effective data and analytics services to support HR policies and decisions. We serve a wide range of Commission client groups: units in DG HR, HR professionals in each DG, managers, other central services and strategic decision makers in the Commission. Furthermore, we provide services to HR functions in over 30 client Institutions and agencies that use the same HR source systems as the Commission. Our services include standard reports, self-service dashboards, advanced analytics, publications, survey management as well as data governance and data management coordination.

The unit is also responsible for the delivery of data related projects under an on-going HR Transformation programme, which aims to modernise and streamline HR processes and the supporting IT solutions.



## **WE PROPOSE**

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Unit HR.A5 in DG Human Resources and Security is seeking to hire project manager experienced in implementing off the shelf reporting solutions and other software to join the 'Solve' team, which is responsible for the development and maintenance of reporting and analytics solutions, including for projects under the ongoing HR Transformation programme.

More specifically, the role comprises:

- Development of a reporting strategy in the context of the HR Transformation programme;
- Leading the design and implementation of reporting solutions for projects under the programme;
- Contributing to the evaluation and adoption of new data analytics tools and infrastructure;
- Contributing to the maintenance of the existing HR portfolio of statistics, reports and self-service dashboards;
- Ensuring timely, quality deliveries of new and updated reporting and dashboarding solutions to the HR community, in line with work programme of the unit;
- Application of the Commission's project management methodology (PM<sup>2</sup>) including drafting of project artefacts (documents);
- Leading role in troubleshooting activities and supporting the resolution of client enquiries;
- Leading projects to improve working practices and collaboration with other teams in the unit, directorate, DG or at corporate and inter-institutional level, through technologies such as M365 and ServiceNow.

Although the vacant position is to be filled in the Solve Team within HR.A5, this role requires close collaboration with the unit's HR Data Governance team, and frequent interaction with the other teams in the unit, as well as other units within DG HR and other services/DGs of the Commission.

The jobholder will also be required to contribute to other projects or tasks managed within the unit or the Directorate as needed.

## **WE LOOK FOR**

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We look for an experienced, well-organised and responsible colleague to contribute to the unit's objectives. This work requires commitment and flexibility, a problem-solving mindset and pragmatism, as well as a collaborative attitude.

The candidate should have the following skills, experience and attributes:

- at least 3 years' experience in business analysis and/or project management;
- knowledge of business intelligence and analytical tools used for dashboarding and reporting;



- technical knowledge of M365 tools including Teams and SharePoint Online. Knowledge of ServiceNow would be an asset;
- dynamic and proactive with a strong interest in data & analytics and human resources policies;
- significant coordination and stakeholder management experience;
- talent for identifying and managing business requirements;
- ability to analyse and present complex issues, including quantitative and qualitative data, in an operational way, propose solutions moving forward and implement them;
- ability to swiftly integrate into the team and work in a proactive and autonomous way;
- team player, fostering a positive working environment;
- promote cooperation with other DGs/services and with external interlocutors;
- strong oral and written communication skills;
- highly customer-oriented.

Previous experience within the Business Intelligence and/or Commission HR domain would be an asset.

Experience with modelling tools such as ARIS would be considered an advantage. Business analysis and/or business architecture certifications and diplomas would also be considered a plus.



## **HOW TO EXPRESS YOUR INTEREST?**

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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](#). 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 [HR-MAIL-A5@ec.europa.eu](mailto:HR-MAIL-A5@ec.europa.eu) indicating the call for interest reference 453253/2024 in the subject.

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



## 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 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](#) data base.

#### Qualifications:

- (a) 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<sup>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> 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).

<sup>2</sup> For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database<sup>3</sup> 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.

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<sup>3</sup> Therefore, candidates who did not pass already a CAST on the level Function Group IV, should register their profile at this [address](#).





## **2. 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.

### **➤ 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](#), in function group FG IV**. General information on Contract Agents can be found at this link.

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](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **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](#) 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](#).



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.