



## **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](#).



# Project Manager – Virtual Conference Platform

## DG SCIC of the European Commission

**Selection reference:** SCIC/COM/2024/1861

**Domain:** INFORMATION TECHNOLOGY/COMMUNICATION

**Where:** Unit SCIC.C1 – Conference Services, Brussels

**Staff category and Function Group:** Temporary agent 2b – Administrator

**Grade:** AD5 – AD8

**Publication deadline:** 06.09.2023 – 12.00 (Brussels time)

### WE ARE

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DG Interpretation's "Conference Services" unit (DG SCIC.C.1) is the domain leader and centre of expertise for all matters related to conferences and has a team of dedicated, dynamic and professional conference managers who provide advice and hands-on support for the management of Commission flagship virtual, hybrid and in-person conferences. In line with its role as domain leader, the unit also manages a Commission's Events Database, a conference participants' registration platform, a framework contract for the provision of conference services, a conference Wiki, a conference helpline and leads a network of conference correspondents across all Directorate-Generals of the European Commission (DGs).

### WE PROPOSE

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A challenging and diverse job in a focal unit for SCIC and the Commission. You will be in charge of the virtual conference platform, a newly launched project to provide a virtual environment to held online and hybrid conferences and events for the whole Commission. You will have to guide and support client DGs in the use of this new service and define a long-term cost model for it. You will also be associated to the project for the Commission's new conference centre and will have to ensure that needs of conference organisers in the Commission are well communicated and taken into account in the design and implementation of the project. Under the supervision of the Head of Sector and in cooperation with SCIC IT unit you will be in charge of a number of strategic horizontal projects and corporate tools led by the unit as domain leader for conference organisation such as Slido and participant engagement tools, the corporate participants' registration tool Event-Works, the Events Database and a Conference App. You will also be expected to explore and to guide the

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conference organisers' in the unit in the use of modern technologies such as AV solutions, AI based technologies including speech technologies for conferences with the aim of ensuring that the conference services offered by the unit are future ready. You will support the Head of Sector in running and further developing the Conference Correspondents Network (CoCoNet) as a lively community of best practices across Commission services.

## **WE LOOK FOR**

A motivated, dynamic, creative and well-organised project manager with the ability to drive a process to achieve a jointly agreed goal.

A service-oriented colleague who is able to understand the needs of conference organisation in the Commission.

A genuine, result-oriented team player willing to think outside of the box and has the capacity to take initiative and explore new areas.

Background in communication and/or events organisation is considered an asset. Knowledge of virtual and hybrid events is an asset. Experience in project planning and management is an asset as well as some knowledge of corporate and third-party conferencing platforms. Knowledge of conference technologies is an advantage. A minimum of 2-year work experience related to the job is an advantage.

An excellent command of English is required for this job. A good level of French is welcome.



## **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 [SCIC-C1-SECRETARIAT@ec.europa.eu](mailto:SCIC-C1-SECRETARIAT@ec.europa.eu) indicating the selection reference SCIC/COM/2024/1861 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 **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.

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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.