



## **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](#).



# Team Leader – Metadata and Identifiers

## Publications Office of the European Union

**Selection reference:** OP/COM/2024/1902

**Domain:** European Public Administration

**Where:** Unit OP.A.2 – „Data Operations and Enrichment Services“, Luxembourg

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

**Grade:** AD5 – AD8

**Publication deadline:** 15.11.2024 - 12.00 (Brussels time)

### WE ARE

---

The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies, and agencies (Decision 2009/496/EC, Euratom, OJ L 168, 30.6.2009, p. 41). 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).

Directorate A ‘Data, Information and Knowledge Management Services and Artificial Intelligence Exploitation’ comprises 5 units with around 160 staff dealing with standardisation, the management of the Common Data Repository, data and meta-data enrichment, the management of the EC Library, long-term preservation, the operation of the Publications Office website and the provision of IT services, including the use of Artificial Intelligence to both streamline business processes and design and develop new impactful data services.

Unit A.2 ‘Data Operations and Enrichment Services’ enhances metadata quality for publications, ensuring they are findable and support Artificial Intelligence solutions. It handles metadata and data flow operations for legal and general publications, including reception, validation, and monitoring of electronic resources published by the Publications Office for EU institutions and bodies. Additionally, the unit plays a key role in Artificial Intelligence, leveraging its deep understanding of the Publications Office’s data and metadata and experimenting with AI tools in its processes.



## **WE PROPOSE**

---

We are seeking to hire a team leader in the 'Metadata and Identifiers' Sector.

You will lead a team of 8 highly qualified and motivated colleagues and be responsible for managing the team's activities in relation to the identification, cataloguing, and indexing of EU general publications, updating and maintaining their bibliographic entries, and exporting metadata to partner organisations. The role also includes managing publications' identifiers through participation in relevant international and interinstitutional bodies.

Your responsibilities will involve:

- Managing the team's staff, and ensuring the smooth execution of the team's activities;
- Ensuring business continuity of production tasks;
- Contributing to the unit's planning and reporting;
- Ensuring follow up of contracts, including the supervision of external service providers and related expenditures.
- Contributing to the corporate policy for publications' identifiers;
- Ensuring content dissemination via a network of partner libraries and discovery services;
- Foster innovative solutions for optimising business processes by exploiting emerging technologies;
- Enhancing metadata quality and further develop metadata-based services;
- Provide advice to the hierarchy, other services of the Publications Office, and its stakeholders;
- Assist the Head of unit in ensuring the business ownership of projects and information systems.

The post is based in Luxembourg.

## **WE LOOK FOR**

---

We are looking for a dynamic professional with at least 5 years of full-time professional experience. The candidate must have at least 2 years of experience in managing a team, and in cataloguing and indexing publications.

A background in libraries and archives is a strong advantage. The capability to drive change and technological innovation is a key asset. Effective communication, management skills, leadership, and the ability to motivate a team are highly relevant for the job.

The candidate needs to have excellent oral and written communication competencies in English (C1), with additional working knowledge of French (B1) being an advantage.



## **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

[OP-DIR-A-SECRETARIAT@publications.europa.eu](mailto:OP-DIR-A-SECRETARIAT@publications.europa.eu)

indicating the selection reference OP/COM/2024/1902 and your name 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.

---

<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)/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.

---

<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.