



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.



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 – Programmes and projects management

DG HR of the European Commission

Selection reference: HR/COM/2024/2118

Domain: HUMAN RESOURCES

Where: Unit 04 - HR Digital Solutions & Business Process Efficiency, Brussels

Staff category and Function Group: Temporary agent 2b - Administrator

Grade: AD5-AD8

Publication deadline: 23.10.2024 - 12.00 (Brussels time)

WE ARE

We are a professional, friendly and welcoming team committed to making the HR strategy a reality. With a diverse range of talents and expertise, we foster an inclusive and cooperative work environment. Joining our unit means becoming part of a collaborative team, where colleagues strive to make a positive impact on EU Institutions and are prepared to go the extra mile to deliver results.

Unit HR.04 plans and coordinates the evolution of the corporate HR Information Systems, notably SYSPER. We ensure these solutions align with the Commission's HR strategic vision and values.

Acting as the primary liaison between DG HR and DIGIT, we oversee joint planning for IT development in HR policy areas. Additionally, unit HR.04 manages relationships with various stakeholders, including business units within DG HR and other members of the HR Family, such as a growing number of EU institutions and agencies utilising the Commission's HR solutions.

Furthermore, the unit plays a pivotal role in the HR Digital Transformation programme. This programme seeks to revolutionise the Commission's current HR IT landscape and that of its partners. This ambitious transformation aims to establish an HR IT platform that will spearhead the implementation of the HR Strategy.

WE PROPOSE

We propose a challenging position as Team Leader driving the team responsible for the implementation of the HR Transformation Programme in DG-HR and contributing to the transformation of the HR IT landscape in general.



The job holder will have a key role notably in:

- Setting-up the programme objectives, to allocate resources and plan deliverables in accordance with the programme Implementation Plan.
- Assuring the management and coordination of the programme, contributing to the monitoring, evaluation and progress reporting of the programme and project activities to all programme steering and programme management bodies.
- Providing methodological support including in project implementation and change management and assuring the implementation of the agreed SAFe programme management methodologies, practices and tools.
- Supporting the business services (business domain leaders, experts, User Groups...) to translate needs into implementing projects to realise the benefits of the programme.
- Implementing change management strategies, fostering interinstitutional cooperation and ensuring roll-out of new HR IT solutions to all HRT client organisations.

The job offers a quite unique opportunity to leverage and develop your IT management skills within a set of complex, multi- annual programme.

WE LOOK FOR

A highly motivated, dynamic and customer-oriented candidate who has an open and collaborative attitude and possesses the qualities required for teamwork. The candidate should demonstrate a sense of initiative and the capacity to work within a set and complex governance framework.

In particular he/she should be capable of:

- Leading a team and motivating others,
- Coordinating diverse activities in due respect of priorities, quality standards and deadlines,
- Setting priorities, responding at short notice and adapting swiftly to evolving operational conditions.

The jobholder must be able to handle, understand and evaluate complex technical information/data and to draft notes, briefings and relevant documentation on behalf of the unit/directorate. He/She shall possess good planning, coordination and problem-solving skills as well as good drafting competences.

For this position, a strong IT background and knowledge of portfolio/programme/project management frameworks are essential.

The successful candidate must have:

- Hands-on experience in coordinating and leading IT programmes and projects
- Strong IT background and experience in the management of an IT system's life cycle
- Proven relations management capabilities, liaising with multiple stakeholders
- Very good communication skills, ability to analyse and structure complex information



Familiarity with one of the following areas would be an advantage:

- Portfolio / Programme / Project management techniques
- PM2 and Agile (Scrum)
- Enterprise architecture in general (e.g. TOGAF) and business architecture in particular
- Service management frameworks / ITIL



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 HR-MAIL-04@ec.europa.eu indicating the selection reference HR/COM/2024/2118 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 EU¹
- 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.

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).



➤ **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 applicants².

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.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1st 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.