



## **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](#).



## **eDiscovery Specialist in DG Competition of the European Commission**

**Job title:** Specialist – Forensic Examiner

**Domain:** Information technology

**Where:** Unit COMP.CTO.1 – Data Analysis and Technology, Brussels

**Functional Group:** FG III

**Contract Type:** 3b

**Express your interest until:** 20/12/2024 - 18.00 (Brussels time)

### **WE ARE**

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DG Competition (DG COMP) is responsible for the enforcement of EU competition rules. Within DG COMP, the Chief Technology Office (CTO) team leads digital innovation, addressing the data analytics and technological requirements of DG COMP. The ‘Data Analysis and Technology’ unit (Unit CTO.1) consists of 3 teams, the Data Science Intelligence Team, the Forensic Information Technology team, and the eDiscovery team.

The eDiscovery team is responsible for supporting DG COMP’s operational units by leveraging Artificial Intelligence, including Technology-Assisted Review, to ensure efficient and accurate review of company documents obtained during competition law investigations. The team helps particularly in merger and antitrust cases as well as in investigations under the Foreign Subsidies Regulation (FSR) and the Digital Markets Act (DMA).

### **WE PROPOSE**

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We propose a position as an eDiscovery specialist with a focus on managing complex eDiscovery projects within the field of competition law.

eDiscovery specialists support Case Teams (acting as subject matter experts and reviewers) in identifying evidence from documents submitted by companies under investigation. Responsibilities include guiding and validating the identification, collection and processing stages, and managing the review and analysis stages of the Electronic Discovery Reference

Model (EDRM). By utilising advanced tools such as Nuix, SQL, Reveal, Brainspace, and Relativity, eDiscovery specialists efficiently handle large data sets while ensuring compliance with legal, regulatory, and Case Team requirements.

eDiscovery specialists provide expert guidance and best practices for data filtering, clustering and advanced analytics, including data culling. They offer strategic advice and practical support to case handlers by shaping the eDiscovery strategy in each case, delivering expert training on digital tools and techniques to improve case efficiency, and coordinating with IT representatives from investigated companies to ensure proper data identification, collection and processing.

eDiscovery specialists have a hands-on role in project management, from planning to final production, and collaborate with both internal and external teams to ensure technical and procedural solutions that meet the needs of DG COMP's operational units. They also engage in broader horizontal activities, such as policy development related to eDiscovery. This multifaceted position provides intellectual challenges and opportunities to innovate, directly contributing to the development of eDiscovery capabilities within DG COMP and improving investigative outcomes in high-profile cases. We offer a fulfilling post in the European Commission, with attention to work-life balance.

## **WE LOOK FOR**

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We look for a highly skilled and motivated eDiscovery professional with a background in IT disciplines such as forensics, data science, or a related field. The candidate must have extensive experience with eDiscovery tools like Nuix, Reveal, Brainspace or Relativity, and a proven track record of managing complex data projects across all stages of the EDRM. Strong project management skills and a deep understanding of data collection, processing, review and analysis are essential.

Technical expertise such as Python/PowerShell scripting for automating tasks, RegEx for complex searches, batch processing of large datasets, advanced Excel skills (macros, pivot tables, VBA), knowledge of file formats (e.g. PST/OST, PDF, TIFF, CSV) and experience in large data extraction and transformation are highly desired. Additional expertise in digital forensics is an asset.

The ideal candidate must have strong analytical and problem-solving abilities, along with excellent communication skills for explaining technical processes to non-technical stakeholders. Collaboration within multidisciplinary teams is critical, as is fluency in English; additional languages are a plus. A proactive attitude, adaptability, and a

commitment to staying updated with industry trends are key to thriving in this fast-paced, evolving environment.

## **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 [COMP-CTO.1@ec.europa.eu](mailto:COMP-CTO.1@ec.europa.eu) indicating the call for interest reference “Application for the eDiscovery FGIII vacancy” in the subject.

**Due to the large volume of applications that we may receive only candidates selected for the interview will be notified.**

**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 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 post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

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>

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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).

- 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.

➤ **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.

## **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. 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](#), in function group FG III**. 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.

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<sup>2</sup> 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>).

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

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.