



## **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](#).



# IT Project Officer and operations Team Leader

**in DG REGIO of the European Commission**

**Job title:** IT Project Officer and operations Team Leader

**Domain:** IT

**Where:** Unit REGIO.A.4 – “IT Implementation and IT Governance”, Brussels

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** 20/12/2024 - 12.00 (Brussels time)

## **WE ARE**

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Unit REGIO.A.4 is the unit in charge of Information Technology implementation and IT governance in Directorate-General REGIO (Regional and Urban Policy). The IT unit is responsible for the development, maintenance and support of IT tools specifically designed to support and facilitate the work of its colleagues across DG REGIO, and of the shared management family of DGs (AGRI, EMPL, HOME and MARE).

To that effect, the IT Unit achieves this by:

- Delivering and maintaining high quality IT systems dedicated to REGIO.
- Co-developing and maintaining high quality IT systems for REGIO, HOME, EMPL, AGRI and MARE.
- Providing reliable and effective data services, AI and business reporting to multiple DGs.
- Ensuring quality user support, coaching, and training services.
- Cooperating closely with partner DGs in compliance with the corporate IT Governance.

## **WE PROPOSE**

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The IT Development and Operations Sector is comprised of 6 statutory staff and around 60 external service providers. You would be part of the project team responsible for the SFC (Shared management Funds Common system) financial back-office suite of applications, one of the sector's most critical systems.

The SFC system manages the financial transactions for DGs REGIO, EMPL, MARE and HOME. You will be working alongside another Project Officer to manage the development team and ensure that project deliverables match requirements - on time, within budget and with a pre-defined quality.

You will also be tasked with coordinating the operations team that provides infrastructure, release and incident management services to all development teams.



Your main responsibilities will be to:

- Liaise between the Business Analysts and Business Managers representing the users, all along the development phase to identify evolving needs of users in the client DGs.
- Monitor the analysis planning and supervise the deliveries (minutes, draft analysis) and their quality.
- Prepare and participate in Change Management Boards and Steering Committees, report on project teams activities and maintain project scoreboards, manage developments within a context of pre-defined budget, timing, and quality.
- In the case of external developments, follow-up the contractor planning concerning the delivery of requested features and take the necessary corrective actions if needed (in close contact with the Head of Sector).
- When necessary, help the team in charge of internal testing, assist the team in charge of user acceptance tests when preparing training and deployments and in daily support after deployment.
- Coordinate the necessary technical changes to optimize the cost and the time to release of new developments.
- Monitor the analysis planning and supervise the deliveries (minutes, draft analysis) and their quality.
- Coordinate the operations team in the planning of the activities and the preparation of the releases.
- Manage the operations team in terms of workload, work organisation, schedules, priorities.
- Provide effective leadership to the operations team ensuring that team members are motivated and are constantly developing their skills and experience.

## **WE LOOK FOR**

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Would you like to manage projects and lead the operations team in DG REGIO's largest sector?

The ideal candidate is committed and enthusiastic with a strong sense of responsibility and initiative, is service-minded, can autonomously prioritise work and can keep their team members motivated. The successful candidate will join a dynamic, service-oriented, and highly motivated team, with a strong emphasis on collaboration and teamwork.

The successful candidate ideally has:

- Proven organisational and project management skills, including the ability to plan and monitor diverse activities across IT development and operations teams.
- Excellent people, communication, and problem-solving skills.
- Good level of software development expertise covering industry-standard development and release-management frameworks, tools and techniques.
- Experience in portfolio management and IT governance.
- Ability to liaise with both IT and business partners in order to communicate their needs and objectives to the project and operations teams.
- Strong written and oral communication skills
- proficiency in EN.



## 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 **REGIO-A4-SECRETARIAT@ec.europa.eu** indicating the call for interest reference EC-2024-REGIO-299149 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 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.

#### ➤ 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

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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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



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 (1+2+2+1).

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.