



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](#).



IT Portfolio Assistant

DG GROW of the European Commission

Selection reference GROW/COM/2024/1342

Domain: Information Technology

Where: Unit GROW.B.3.001 – “Planning & Programming”, Brussels

Staff category and Function Group: Temporary agent 2b

Grade: AST 1/ 3

Publication deadline: 16.12.2024 - 12.00 (Brussels time)

WE ARE

The overall mandate of the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) is to create a deeper and fairer internal market and provide a favourable framework for creating growth and jobs in Europe by helping European enterprises and industries (in particular SMEs) to be globally competitive, innovative and sustainable, for the benefit of all European citizens. DG GROW B3 "Digital solutions" manages a valuable portfolio of information systems and IT services enabling the Commission's agenda in the area of the Single Market for goods and services and industrial competitiveness. These range from cosmetics to cars, postal services, and public procurement. We have the ambition to create and maintain innovative and user-focused digital solutions for better policy-making and information management to forge a truly digitally transformed and data-driven Commission.

WE PROPOSE

DG GROW B3 “Planning and programming” section, with a total of 10 colleagues manages the IT horizontal activities required to deliver on the above mentioned priorities, including finance, budget and contractual activities, the management of the portfolio, the methodologies, the enterprise architecture, the governance processes and security and data protection considerations.

We propose a challenging and rewarding position in which you will have a key role by supporting the management of the financial dimension of the IT portfolio of DG GROW. You will also be involved in a number of IT governance, IT strategy and communication activities. The work will be done in close contact not only with the Sector and Unit colleagues, but also with DG GROW colleagues, including the network of IT and financial correspondents, and the policy Units of DGs.



Your tasks will include:

- Support the coordination of the IT budgetary cycle of DG GROW (budget request, mid-term review, closure).
- Conduct regular IT budgetary planning activities at project and IT horizontal activities level.
- Follow up on IT budgetary reporting matters.
- Maintain the financial view of DG GROW IT portfolio.
- Contribute to the creation and follow up of the unit contracts using different Commission tools.
- Liaise with the financial unit when required and support other DG GROW units in IT contracting.

In addition, you will contribute and or manage the one or more of the following tasks:

- Update of sector information dissemination sites.
- IT capacity planning and projects prioritisation process.
- The corporate and local IT governance processes.
- Processes and methodologies development.
- IT portfolio tools improvement and development.
- Organisation of the DG GROW different IT meetings.
- Contribution to the unit 's strategic documents.

WE LOOK FOR

We are looking for a motivated, versatile and dynamic colleague with experience in budget, contracts and finances that wants to develop his/her portfolio management and IT governance skills.

Ideally, the selected candidate should have a high level of autonomy and proactivity, being able to detect areas where improvements could be a benefit for the team, propose solutions and implement them in the team, keeping a balanced interaction with the colleagues and the hierarchy. We work as a team, sharing our experiences and knowledge.

The successful candidate should have:

- strong analytical skills
- professional experience in finance, contract, and/or budget (at least 2 years)
- experience in portfolio management and IT governance
- attention to detail while keeping the overall picture
- strong customer service reflex (service-oriented culture)
- good people, communication and problem-solving skills
- enjoy working as a team and interacting with colleagues from other units and DGs
- be well organized, set priorities and manage deadlines
- operate fluently in English is essential. A working knowledge of French would be an asset



DG GROW is looking for colleagues who are in search of an exciting and dynamic career in a DG which offers a unique mix of new challenges and well-established EU policies. Ensuring staff engagement is high on the agenda, which is why we deploy all that modern HR has to offer in terms of individual career development, internal and external training, personal coaching and newcomers' integration. The successful candidate will join a dynamic and highly motivated team, with strong emphasis on collaboration and teamwork. Flexible working arrangements are mainstreamed in DG GROW so that colleagues can achieve good life-work balance and increase their productivity for the organisation.

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 GROW-B3@ec.europa.eu indicating the selection reference **GROW/COM/2024/1342** 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 either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years.

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 AST.**

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.