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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 Strategy and Planning Officer – IT procurement

DG DIGIT of the European Commission

Selection reference: DIGIT/COM/2024/2343

Domain: Information Technology

Where: Unit DIGIT A.1 – “Corporate Digital Transformation”, Luxembourg

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

Grade: AD 5-8

Publication deadline: 10.01.2025 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Digital Services is the Commission department responsible for digital services that support other Commission departments and EU institutions in their daily work and that help public administrations in EU member countries.

DIGIT.A.1 drives the Commission’s digital transformation by leading the evolution of the Corporate Digital Strategy, tracking and reporting on its implementation and on the state of the Digital Commission and promoting it with internal and external stakeholders; by supporting Commission departments in the implementation of their digital transformation initiatives via a Central Advisory service; and by supporting the IT Corporate Governance in defining and enforcing the strategic direction of the Commission, streamlining the IT environment and assessing the annual IT budget requests. DIGIT.A.1 also hosts the central service management team that supports all digital business solutions provided by DIGIT.A.

The Digital Strategy sector (DIGIT.A.1.002):

- Designs and further develops the Commission Digital Strategy;
- Promotes the Digital Strategy and a more Digital Commission with internal and external stakeholders;
- Monitors and reports to the Commission’s IT governance bodies on the state of the Digital Commission and the implementation of all domain-specific IT strategies;
- Supports DGs digital transformation roadmaps and coordinates the review of the DGs annual plans (Management plans and Annual activity reports) for digital transformation;
- Coordinates the ICT professional service brokers role and it's strategy implementation;
- Coordinates the ICT strand of the “Synergy & Efficiency Review” (SER) initiative.



WE PROPOSE

DIGIT.A.1.002 is seeking to hire one IT Strategy and Planning Officer – IT procurement, in an interesting and rewarding job in a new, hard-working, friendly and enthusiastic sector. As part of the Digital Strategy team, the selected candidate will be coordinating the ICT professional services brokers implementation. She/he will take part of a small team of dedicated and knowledgeable colleagues with the key role to manage relationships and interactions between DIGIT and other EU Institutions on ICT professional services procurement. She/he will manage procurement roadmaps and communication activities to foster continuous stakeholder management, taking into account the users' needs and the markets.

This job implies strong project management, planning and quality assessment skills, in a continuously adapting environment. The successful candidate will be responsible for assisting the Head of Unit and Head of Sector to define and implement the ICT professional brokers role, making use of the adequate project management and quality methodologies and frameworks. She/he will contribute to launching, managing and monitoring of calls for proposals / tenders, evaluation and selection of proposals. She/he will set up a roadmap for ICT professional services brokers role and drive the strategy to cover the EC procurement needs. The selected candidate will coordinate internally the definition of Framework contracts, provide guidance on specifications and participate in the selection process of suppliers of IT services. She/ he will interact with users and market, preparing the ground for a solid stakeholder management on procurement.

As part of the team, the selected candidate will ensure the orchestration and coherence of the service provision by different units in the DG and proper co-ordination and co-operation between the different Directorates-General with similar business needs to avoid duplication of efforts. This position offers a unique opportunity to make the most of communication and stakeholder management skills while working with the Commission IT community.

WE LOOK FOR

We are looking for a professional with strong knowledge of public procurement and contract management procedures, ideally in the European Commission. We are looking for a service minded attitude to the customer, excellent communication skills, flexible and dynamic behaviour, strong ethics, resilience, adaptability, proven experience in large scale support environments and good teamwork mentality. The candidate should be at ease in a fast-moving environment where a quick reaction to new priorities, thus including continuous adaptation to changes and fast re-programming of the work, is part of daily work.

S/he should have the following skills:

- Ability to lead working groups;
- Capacity to coordinate and to lead work from different teams to deploy a strategy / roadmap;
- Ability to communicate effectively with a range of internal and external counterparts;
- Ability to work effectively with team members and with customers;
- Ability to assess quality in proposals and conduct consultations to the ICT professional services



market;

- Self-motivation, with ability to manage and follow up on multiple tasks simultaneously;
- Ability to manage parallel tasks and cope with pressure, in crisis situations;
- Demonstrated organisational and scheduling skills;
- Strong analytical skills, ability to approach problems from multiple angles and find creative solutions;
- Good confidence in taking responsibilities of assigned tasks, and effective verbal and written communication skills.

Holding certifications in service management, project management or quality assurance is an asset. Good knowledge of the corporate Digital strategy, of the ICT professional services procurement procedures and IT contracting models in the European Commission would be an advantage.

The selected candidate should demonstrate fluency in English, both written and spoken, and command of French.

She/he should be able to assist the Head of Sector in the day-to-day running of the Sector.

The post is located in Luxembourg.

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 DIGIT-A1@ec.europa.eu indicating the selection reference DIGIT/COM/2024/2343 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 (French).

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.

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.