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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 Portfolio Manager

Directorate-General for Climate Action (DG CLIMA) of the European Commission

Selection reference: CLIMA/COM/2024/2538

Domain: CLIMATE ACTION

Where: Unit CLIMA.E.3 - „Climate Information Systems“, Brussels

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

Grade: AD5 – AD8

Publication deadline: 30.12.2024 - 12.00 (Brussels time)

WE ARE

A highly motivated team of around 75 IT experts including business analysts, security experts, developers, architects and managers. Our mission is to implement, maintain and expand and mission critical IT system that support DG CLIMA's mission and program. One of the largest platforms in our portfolio is EU Emissions Trading System (EU ETS), the biggest emissions trading market in the world. The EU ETS works on the 'cap and trade' principle. A cap is set on the total amount of certain greenhouse gases that can be emitted by installations covered by the system. The cap is reduced each year so the total emissions fall. Within the cap, companies receive or buy emission allowances, which they can trade with one another as needed.

The ETS operations are centralised in a single Registry, called the Union Registry. It holds accounts for more than 15,000 operators from the power sector and energy intensive industry, including the aviation sector. The national administrators in Member States manage the participants to the EU ETS and their accounts, while DG CLIMA as the Central Administrator is responsible for providing the centralised infrastructure, operating and further developing the Union Registry in a changing policy and security environment.

Unit E3 is responsible for developing and operating the Union Registry and other information systems supporting the EU ETS. We strive to offer high quality services to the Member States, while providing a highly secure infrastructure for the market players. As the Commission's ambitions grow and DG CLIMA's mandate expands, we will be implementing more and more capabilities and systems supporting the European Green Deal, Fit For 55 and other policy initiatives

WE PROPOSE

Unit CLIMA E.3 is seeking to hire one IT Portfolio manager.

The position will consist of work as a portfolio manager in the development team. The chosen candidate will be responsible to:

- contribute to the definition of the portfolio's overall strategic objectives and ensure that the



- development resources are efficiently allocated to achieving those objectives
- contribute to the establishment and management of budgetary resources
 - giving a visa of 'Vérification Opérationnelle' and act as back of AOSD
 - manage the project teams within the portfolio, distribute workload, report on the team's activities
 - provide effective leadership for the project teams, ensuring that team members are motivated and constantly developing their skills and experience
 - in specific projects within the portfolio the candidate will elaborate project strategies and planning, define work plan and deliverables, supervise projects deliverables, organise quality control, identify and analyse (potential) risks
 - ensure that project progresses as scheduled, under allocated resources, with pre-defined quality specifications, and take appropriate remedial action in case of deviations
 - report on project teams activities
 - analyse, develop, test, document, support and maintain information systems, in close cooperation with the business manager, business owners/representatives, system architects and support staff
 - participate in the preparation of calls for tenders for development
 - participate in the selection process
 - contract management activities (deadlines, specifications, expenditure, etc.)
 - participate and / or represent the Commission in advisory, management and/ or regulatory committees, working groups and/or any other ad-hoc group, meetings with stakeholders etc.

WE LOOK FOR

We are looking for a colleague with a distinguished set of skills who will provide leadership and support to the development teams. Teams are in charge of the software development and management of systems, including the Union Registry to allow smooth implementation, monitoring and accounting of EU GHG emissions trading and other climate policies, to contribute to the development of new policies in these areas. Systems are implemented as a web applications used by EU Member State authorities, ETS operators and European Commission officials.

With this background, we specifically seek an experienced IT Portfolio / Project manager, with extensive knowledge particularly in the delivering of digital solutions through the entire lifecycle, that can manage team(s) of external service providers with different backgrounds (project managers, business analysts, system architects, web developers, testers, etc.). (S)he may also have to manage development contracts carried out by outsourced sub-contracting partners. The new colleague will be responsible for the correct functioning of different components in the Union Registry, its update to cover legislative updates or new legislative initiatives in the ETS domain.

The successful candidate would need to show:

- a solid professional record of delivering on large IT systems (minimum 6 years of experience in managing IT development projects through the entire lifecycle)
- educational background preferably be in engineering or IT
- experience in implementing quality standards, IT Security standards, and applying security controls
- the candidate must demonstrate sufficient competence in project management knowledge areas, should be familiar with agile development methodologies and ideally should have



- PM2, PM2 Agile, Prince2, PMP or other comparable certification
- a very structured, systematic and thorough approach to work
- high work ethics, sense of duty and respect of deadlines.

The following capacities would be an advantage:

- proven experience in the management of critical IT systems with high security requirements at the Commission or similar institution
- familiarity with the Commission's IT governance processes (or similar)
- proven hands-on experience with management of budgets and use of framework contracts.

Given the nature of the role, the selected individual shall be willing to request the EU security clearance process (if not already in position of a valid security clearance). Fluency in English, both spoken and written, is mandatory.

The ideal profile for the job is an experienced Project/Portfolio manager with proven experience in running large scale IT programs and hands-on technical know-how.

More specifically, the following experience is essential:

- at least 5 years in the area of IT programme and project management. Experience in the area of Web Application development and operations.
- at least 3 years in the area of IT business analysis, Information systems integration and interoperability and IT Systems monitoring
- at least 3 years in the area of calls for tender, calls for proposal and evaluation / selection procedures.
- at least 3 years in the areas of IT security systems and procedures. Web application security, secure development lifecycle and secure operations



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 Radu.TUDOSE@ec.europa.eu and Javier.CACERES@ec.europa.eu indicating the selection reference **CLIMA/COM/2024/2538** 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. 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**.

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.