# 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, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

## WE OFFER GREAT JOBS AND GREAT WORKING CONDITIONS:

- Interesting and challenging jobs with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

**We recruit from a wide range of backgrounds and actively promote diversity and inclusion:**

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.

To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden[1]. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

For more information ec.europa.eu/work-with-us

## STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission offers non-permanent positions. 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

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[1] Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.

# Knowledge Management Officer – Corporate Reference Data Management

## in the Publications Office of the European Union

**Selection reference:** OP/COM/2025/471
**Domain\*:** Information Technology
**Where**: Unit OP.A.1 – „Data and Format Standardisation Services", Luxembourg
**Staff category and Function Group**: Temporary agent 2b/2d – Administrator
**Grade range:** AD 5-8
**Publication deadline**: 08.04.2025 – 12.00 (Brussels time)

## WE ARE

The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies and agencies. As such, it is the central point of access to EU law, as well as to publications, data, research results, procurement notices and other official information. The Publications Office therefore plays a central role in informing the public what the EU does and means for them, and in unlocking the power of data. Its mission is to support EU policies as a centre of excellence for data, information and knowledge management, and to ensure that this broad range of information is available to the public as accessible and reusable data to facilitate transparency, economic activity and the diffusion of knowledge. The Publications Office publishes in all the official languages of the European Union and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence).

The role of the Data and Format Standardisation Services Unit is to promote and support the standardisation of metadata and digital formats to facilitate interoperability between the EU institutions and with third parties, including the Member States. The unit coordinates collective standardisation efforts of the EU institutions under the umbrella of the Interinstitutional Metadata and Formats Committee (IMFC) to support the development of standards for legislative documents at interinstitutional level and is the corporate excellence centre for reference data management in the European Commission.

## WE PROPOSE

Join our dynamic Reference Data and Style Guide Sector as a Knowledge Management Officer for Corporate Reference Data Management. In this role, you will play a key role in managing corporate reference data, data standardisation policies and related technologies on corporate and interinstitutional level. This position offers an exciting opportunity to further shape and maintain the current Corporate Reference Data Management policy, ensuring its evolution and alignment

with EU data governance and interoperability goals.

As a Knowledge Management Officer, you will:

- Manage projects and services related to reference data and data standardisation at the corporate and interinstitutional levels.

- Contribute to the evolution of the Corporate Reference Data Management policy and its implementation.

- Act as a key liaison between business and IT representatives, facilitating stakeholder collaboration and project coordination.

- Oversee knowledge-sharing initiatives to promote the reuse of corporate interoperable data solutions across the Commission, the Publications Office and interinstitutional partners.

- Represent the Publications Office in data governance, standardisation activities and interinstitutional committees.

- Provide consultancy and support for reference data standardisation and best practices across EU institutions.

- Support the Head of Sector in coordinating team activities and strategic projects


## WE LOOK FOR

We are looking for a highly motivated and experienced professional with a passion for knowledge management, reference data governance and interoperability, with:

- At least 3 years of experience in corporate reference data and standards management.

- At least 1 year of experience in project management and coordination, including negotiations with institutional stakeholders.

- Strong understanding of EU data policies, interoperability strategies and data governance principles.

- Experience in liaising with business and IT stakeholders, ensuring effective coordination and alignment of reference data and related data management policies.

- Ability to work under tight deadlines while maintaining a structured and proactive approach.

- Strong oral and written communication skills, with the ability to present technical topics to diverse audiences.

- Fluency in English (C1) and a good knowledge of French (B2); additional EU languages are an asset.

- High levels of initiative, service orientation, teamwork and leadership skills

**HOW TO EXPRESS YOUR INTEREST?**

You should send your documents in a single pdf in the following order:
1. your CV                2. completed application form.
Please send these documents by the publication deadline to OP-DIR-A-SECRETARIAT@publications.europa.eu indicating the selection reference OP/COM/2025/471 in the subject.

**No applications will be accepted after the publication deadline.**

(Reference: OP/COM/2025/471)

# **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 for 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 EU[2]
- 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.

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[2] 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).

(Reference: OP/COM/2025/471)

European Commission

➢ **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[3]. If these candidates do not best fit the requirements for the position, the Commission can recruit a temporary agent.

A selection panel will choose a limited number of candidates for interview, based on the CV and application form 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 **Luxembourg**.

In case the successful candidate is not an official or a competition laureate, they will be recruited as a **temporary agent under Article 2(b)/2(d) of the** Conditions of Employment of Other Servants**, in function group AD.**

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[3] Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).

➢ **Grade**

The recruitment grade, as well as the step in that grade, will be determined in accordance with [Commission Decision C(2013)9049](#) on policies for the engagement and use of temporary agents and with [Commission Decision C(2013)8970](#) laying down the criteria applicable to classification in step on engagement.

The recruitment grade will be that of a new published competition or already planned in the field. If there is none, recruitment will be at the level of AD5. The Authority authorised to conclude Contracts of Employment ('AACE') may grant a grade AD6 or AD7 based on an assessment of the needs of the service, including without limitation the nature of the profile sought, the level of responsibility to be exercised or the labour market conditions for the profile in question, and on the duration of the candidates' previous appropriate professional experience. The maximum recruitment grade is AD8, which may be granted under very exceptional circumstances.

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.

(Reference: OP/COM/2025/471)