



## **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 positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to try several areas of move between different policy 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<sup>1</sup>. 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](https://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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<sup>1</sup>Please note that the list of underrepresented Member States may be subject to future amendment based on potential data changes over time.



## **TEAM LEADER – DECISION MAKING SOLUTIONS**

### **Directorate-General for Digital Services (DG DIGIT) of the European Commission**

**Selection reference:** DIGIT/COM/2025/837

**Domain:** Information Technology

**Where:** Unit DIGIT A.3 – HR & Legislative Solutions, Brussels

**Staff category and Function Group:** Temporary agent 2b/2d – Team Leader

**Grade:** AST1-AST4

**Publication deadline:** 12.05.2025 - 12.00 (Brussels time)

#### **WE ARE**

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DG DIGIT Directorate A drives and coordinates the development and implementation of digital transformation in the European Commission. As the central entry point to DIGIT's expertise and corporate role, it coordinates the provision of information on DIGIT's services based on the needs of the different Commission departments. It assists the work of the IT governance bodies regarding the departments' compliance with all applicable corporate standards and rules and the binding assessment of all new IT investments. Beyond strategy and governance, Directorate A delivers smart, future-ready corporate digital business solutions—especially those essential to the day-to-day functioning of the Commission—helping departments operate more efficiently, securely, and innovatively.

Unit DIGIT. A.3 drives and implements the digital transformation in the domains of HR, Legislation, Document management and Crisis Management by helping the European Commission and other EU Institutions, bodies and agencies (EUIBAs) to manage and improve their administrative (e.g. HR and document management) and legislative processes (e.g. decision making). DIGIT.A.3 designs, builds, and manages the entire life cycle of corporate digital solutions in the areas of human resources, corporate decision making and legislation and document management, serving the Commission and many other EUIBAs. The unit works in close collaboration with other services in DIGIT and its clients and partners in HR and the SG.

#### **WE PROPOSE**

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We are looking for one Product/Project Manager to help shape the future of legislative processes in Europe. You'll join a highly motivated and multidisciplinary team working together with the Secretary-General of the European Commission (SG)—our key stakeholder and customer—at the very core of the EU decision-making process. We are building bridges between Decide, the Commission's central workflow tool for decision-making, and LEOS, the flagship open-source solution of the European Commission for drafting legislation. Your mission? To lead the integration of these two strategic tools, enabling a seamless, digital path from policy conception to adopted legislation.

(Selection reference DIGIT/COM/2025/837)



This is a unique opportunity to:

- Drive forward a high-impact digital project at the heart of Europe.
- Work in an ecosystem of innovation, from open-source development to AI exploration, in collaboration with academia and forward-looking tech communities.
- Contribute to the digital transformation of EU public administration by improving transparency, efficiency, and citizen engagement.

If you're passionate about product management, open innovation, and working where technology meets democracy, then this is your chance to make a meaningful impact.

## **WE LOOK FOR**

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We're looking for a Product/Project Manager who is passionate about new technologies, AI, open innovation, and the digital transformation of public services.

You'll be leading a talented and driven development team, so we're looking for someone who is not just a coordinator, but a true product leader—able to inspire, align, and deliver value in complex environments.

The ideal candidate will bring:

- Proven experience in product and project management in complex environments.
- A strong agile mindset, with experience in modern development methodologies (Scrum, Kanban, or similar).
- Proven ability to lead multidisciplinary teams and coordinate across stakeholders—from developers and analysts to policymakers and legal experts.
- A natural drive for continuous improvement, innovation, and delivering impactful digital solutions.
- Experience in digital public services, open-source projects, or AI-enabled tools is a strong asset.
- Knowledge of the ServiceNow platform would be considered an advantage.
- Excellent communication and interpersonal skills. • Fluency in English (French is an asset).



## HOW TO EXPRESS YOUR INTEREST?

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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 DIGIT-A3-ADMINISTRATIF@ec.europa.eu indicating the selection reference DIGIT/COM/2025/837 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 for 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 three 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 EU<sup>2</sup>
- 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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<sup>2</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).



### ➤ **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<sup>3</sup>. 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 **Brussels**.

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 AST.**

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<sup>3</sup> 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 competition published or already planned in the field. If there is none, recruitment will be at the level of AST1, AST2 or AST3. The maximum recruitment grade is AST4, which may be granted under very exceptional circumstances, based on the assessment of the needs of the service, notably the nature of the profile sought, the level of responsibility to be exercised, or the labour market conditions for the profile in question, and the duration of the candidates' previous appropriate professional experience.

The duration of the **1<sup>st</sup> 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.