



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 or move between different policy areas in 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. 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](#)



IT Project Assistant HR Information Systems

in DG HR of the European Commission

Job title: IT project -Assistant

Domain: Information technology

Where: Unit HR.04 - HR Digital Solutions & Business Process Efficiency, Brussels

Function Group: FG III

Contract Type: 3b

Express your interest until: 21/05/2025 - 12.00 (noon, Brussels time)

WE ARE

The Directorate-General for Human Resources and Security (DG HR) of the European Commission (EC) has recently initiated an ambitious Digital Transformation programme. This has been pursued by the “HR Modernisation and Digital Transformation” (HRT) programme that was officially launched at the start of 2020. It includes stakeholders from multiple units in DG HR, external consultants, and liaises its actions closely within the HR Family (DG HR, PMO, EPSO, OIB/OIL), with DIGIT as the IT supplier, with other DGs (e.g., BUDG, SG,) and corporate initiatives (e.g., DigitalStrategy@EC) and with other EU institutions and agencies.

The purpose of the programme is to look at the overall HR Function and elaborate an architecture that takes advantage of innovation brought by a new Human Capability Management solution while integrating into the existing EC corporate architecture.

As part of the HRT programme and the activities foreseen, DG HR aims to implement fast, flexible and efficient HR process and services. As part of this effort, a full review of all HR services and processes is being carried out, starting with the processes linked to the actions defined in the HR Strategy, the ones impacted by the new HR IT platform and the ones capable of providing fast efficiency gains.

WE PROPOSE

We propose a challenging position of **IT Project Assistant** who will contribute to the evolution and the transformation of the HR IT landscape. The person appointed will provide support to the team responsible for the coordination of the programme and could also contribute directly to the management of specific projects (within the programme). In this role, the laureate will contribute to the supervision and coordination of all IT projects that are part of the HRT programme.



This work will help ensure the implementation of IT projects in line with the objectives set in the HR Strategy and HR IT Strategy.

The job offers a quite unique opportunity to leverage and develop your IT project management skills within a set of complex, multi-annual programme and projects.

In this role, the successful candidate will

- Work closely with the team responsible for the coordination of the programme.
- Interact with multiple stakeholders inside the DG, with the rest of the HR family, with DIGIT and with other EU organisations.
- Participate to project steering meetings, report and escalate to management as needed.
- Initiate and contribute to projects and continuous improvement initiatives.
- Prepare the IT programme steering bodies and decisions by the senior management of DG HR.
- Contribute to creating and enforcing quality policies, procedures, and standards to ensure compliance with regulatory requirements and industry standards. Initiate and contribute to projects and continuous improvement initiatives.
- Develop detailed project plans, project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Support the coordination of internal resources and third parties/vendors to ensure that the projects are delivered on-time, within scope and within budget.
- Support the organisation of events both internal and external.
- Contribute to IT risk assessment, adopt adequate security rules and procedures to ensure the confidentiality of data and the access to information. Oversee the implementation of security action plans.

The person appointed will integrate a dynamic team consisting of friendly colleagues, focused on delivery, smooth collaboration and service orientation.

WE LOOK FOR

A highly motivated, dynamic, and customer-oriented candidate with good communication, team spirit and problem-solving skills. A strong IT background and project management experience with at least three years of professional experience in a position with similar duties and domain would be an advantage.

The successful candidate **must** have:

- technical knowledge, skills, and experience in interacting with users of IT systems and IT developers;
- experience with project management methodology such as PM², Agile (Scrum) and SAFe with a focus on quality assurance & control;



- capacity to understand interdependencies between technology, operations and business needs;
- advanced drafting skills, including technical drafting and presentation skills;
- strong analytical capacity and solution-oriented thinking;
- a high sense of responsibility and strong service orientation;
- very good communication skills, with ability to analyse and structure complex information;
- high degree of planning and organisational skills, able to prioritise and manage multiple files and deliverables;
- good interpersonal skills, working well both independently and in a team-oriented, collaborative environment;
- very good command of spoken and written English equivalent to minimum level C1 and knowledge of French would be an advantage;
- Familiarity in the following area would be an advantage:
 - o Commission's human resources rules, processes and tools;
 - o Project/ service management related tools (JIRA, Confluence);
 - o Enterprise Architecture and Cloud.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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 HR-MAIL-04@ec.europa.eu indicating the call for interest reference EC/2025/HR/4887337 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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) 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.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

➤ What about the selection steps?

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).



candidates. Due to the large volume of applications that we may receive only candidates selected for the interview 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.

³ Therefore, candidates who did not pass already a CAST on the level Function Group III, should register their profile at this [address](#).



2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

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**.

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FG III**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **first contract will be 1 years**. Subject to the interest of the service, the contract may be renewed one or more times up to a maximum duration of 6 years.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group III 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.