



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 Sweden¹. 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](#)

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



Programme Manager Procurement@DIGIT

Directorate-General DIGIT (DG DIGIT) of the European Commission

Selection reference: DIGIT/COM/2025/2381

Domain: Economics, Finance and Statistics

Where: Unit DIGIT.R4 - Contract Management, Luxembourg

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

Grade range: AD5-AD7

Publication deadline: 08.12.2025 - 12.00 (Brussels time)

WE ARE

The Directorate-General for Informatics (DIGIT) is the digital department of the European Commission. We design, deliver and maintain the Commission's corporate IT solutions and services, ensuring secure and sustainable digital support for European policies and internal operations.

DIGIT.R4 – Contract Management is part of the Resources Directorate (DIGIT.R). The unit provides centralised contract and budget execution services for all DG DIGIT teams. We work at the heart of the post-award lifecycle, helping Commission teams implement IT projects by turning their needs into purchase orders, managing deliverables, and coordinating with procurement and finance.

Our goal is to ensure operational excellence in purchasing IT services and supplies, while promoting good financial and contractual practices.

WE PROPOSE

Unit DIGIT.R4 is seeking to hire a Programme Manager with IT project manager/business analyst profile to coordinate the portfolio of projects and activities in the scope of the Procurement@DIGIT programme.

As Programme Manager you will:

- coordinate the day-to-day activities of the Programme Office;
- serve as interface for the ongoing projects;
- identify and manage dependencies and cross-project impacts;
- organise the contributions to the involved projects (e.g. on requirements and testing);
- analyse options and propose decisions;
- follow the status of underlying projects, monitor the risks, alert about attention points and

(Selection reference DIGIT/COM/2025/2381)



- escalate issues to the Programme Steering Committee;
- prepare and organise the Programme Steering Committee meetings.

The Programme Office will:

- understand and document all in-scope business processes end-to-end, i.e. establish a solid, collective and central knowledge base;
- collect ideas/input/feedback from the procurement experts/technical units/projects;
- propose a process vision for the future processes;
- redesign the business processes based on the principles of simplification and standardisation;
- develop methodology and process artefacts;
- contribute to the underlying projects with requirements, testing, opinion and advice as needed;
- define and follow-up the business requirements for systems and interfaces (e.g. new features, improvements, changes, data flows and reporting requirements);
- serve as process expert for impact assessments of business decisions as well as for business analysts of the underlying IT projects;
- review project deliverables;
- define end-to-end test scenarios for business testing and organise user acceptance testing;
- perform functional testing together with the project teams.

The job offers the possibility to apply your skills as project manager but also to exploit your business analysis expertise. The job involves communication with a wide variety of stakeholders.

WE LOOK FOR

We are looking for a motivated, resilient and articulate colleague with experience in managing complex portfolios of projects and in analysing and redesigning business processes.

The job requires at least 5 years of experience in

- IT project/programme management
- or
- business process modelling/analysis and gathering of business requirements.

The candidate needs to have

- Strong capacity for strategic thinking and coordination with stakeholders;
- Strong ability to plan, prioritise and monitor multiple activities at the same time;
- Proven analytical skills to understand dependencies, impacts, strengths and weaknesses of different alternatives and to propose decisions accordingly;
- Ability to deduct information about complex matters and to grasp administrative business processes in large organisations quickly;
- Proven organisational and drafting skills to collect information and provide for clear and well-structured documentation;



- High level of proactivity and ability to work independently towards agreed-upon goals;
- Flexibility to adapt to changing priorities;
- Excellent written and oral communication as well as presentation skills towards a wide variety of stakeholders including business teams, technical IT teams, middle- and senior management;
- Ability to manage, motivate, supervise and develop a team and at the same time be an excellent team player.

Knowledge and previous experience in the following domains will be an asset:

- Contract management/procurement procedures in EU Institutions;
- Budget management, consumption monitoring and follow-up of payments.



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 DIGIT-R4-RECRUITMENT@ec.europa.eu indicating the selection reference DIGIT/COM/2025/2381 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 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 EU²
- 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.

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).



➤ **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 priority³. 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.**

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\(2025\)4716](#) 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 calculated based on the qualifications and the number of years of professional experience, according to Art. 13 of the Commission Decision C(2025)4716. Higher grades may be granted exceptionally.

The duration of the **1st contract will be of 1 to 4 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service, in accordance with [Commission Decision C\(2025\)4716](#) 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.