



## **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<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](#)

---

<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.



# INFORMATION RESOURCES MANAGER (IRM) (AST)

## Directorate-General Justice and Consumers (DG JUST) of the European Commission

**Selection reference:** JUST/COM/2025/3011

**Domain:** Support Staff

**Where:** JUST.H.4.002 Logistics and IT, Brussels

**Staff category and Function Group:** Temporary agent 2b – Assistant

**Grade range:** AST 1-3

**Publication deadline:** 17.03.2026 - 12.00 (noon, Brussels time)

### WE ARE

---

The mission of the Directorate-General for Justice and Consumers (DG JUST) is to vindicate and strengthen the rights of people living in the European Union, whether they are acting as citizens, as entrepreneurs, as consumers or as workers, wherever they are in the EU. Our policies are based on Europeans' core values and principles – freedom, democracy, rule of law, equality, tolerance, and respect for human rights.

The mission of Unit H4 is: IT development and maintenance, design and implementation of knowledge and document management policies, data protection compliance coordination and logistics management, in close collaboration with Commission horizontal services and domain leaders. This translates into:

- Development and maintenance of the portfolio of IT systems according to Commission standards and architectures, upholding quality and information security criteria;
- Logistics and management of IT infrastructure resources of both DG JUST and DG HOME (Directorate-General for Migration and Home Affairs);
- Implementation of the Local Security Officer (LISO/LSO) policies in DG JUST and DG HOME;
- Coordination of Business Continuity Plan (BCP) arrangements of DG JUST;
- Support for the Document Management corporate policy implementation, and further develop DG JUST's knowledge management strategy;
- Coordination of Data Protection application in both DG JUST and DG HOME;
- Recommendations and legal advice on Intellectual Property Rights (IPRs);
- Support with the assignment of the President and Vice-President mails, and complaints;
- Attributions within DG JUST and DG HOME of the paper mail for the Directors General.

### WE PROPOSE

---

We offer an interesting and varied role as the Information Resource Manager (IRM) working for both DG JUST and DG HOME.



This position would make you the key player with respect to the horizontal services in the Commission: DG DIGIT (Directorate-General for Digital Services) for IT and OIB (Office for Infrastructure and Logistics) for logistic infrastructure. You will be responsible for the digital and physical workplace of over 1100 colleagues working in 3 buildings of the Commission.

We offer a friendly and supportive working environment where positive contributions and collegiality are valued and where the ability to work in a proactive and autonomous way is encouraged and highly appreciated.

## **WE LOOK FOR**

---

We are looking for a resourceful, service-oriented person with a strong sense of responsibility and accuracy.

The successful candidate should have excellent inter-personal, coordination and planning skills with a strong focus on quality and an eye for detail to handle key responsibilities such as:

- Overseeing and coordinating at least one major office re-organisation every other year, affecting office space allocation and office automation infrastructure (e.g., common drives, functional mailboxes). Both DG JUST and DG HOME are set to move to be relocated in the near future.
- Implementing and coordinating the Commission Digital Strategy for DG JUST and DG HOME, focusing on the required infrastructure for in-house developers and collaborating with approximately 140 service providers and external IT companies over five major contracts.
- Serving as the daily focal point in relations with DIGIT, ensuring that requests are fulfilled according to SLAs (Service Level Agreements) and agreed KPIs (Key Performance Indicators), and performing analysis and approval of requests within the local IRM team's responsibility.

Capacity to handle at times a substantial workload and efficiency under the pressure of strict deadlines is required.

The successful candidate will also need to be able to interact at different levels of hierarchy: with Directorates and units within DG JUST and DG HOME, as well as other services such as DG DIGIT and OIB.

Good and clear communication skills are a must.

Fluency in English is required, and so is a good command of French.



## **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 [JUST-H4@ec.europa.eu](mailto:JUST-H4@ec.europa.eu) indicating the selection reference JUST/COM/2025/3011 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 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 knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

#### ➤ What about the selection steps?

---

<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).



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 another language (i.e. in French).

## **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) of the [Conditions of Employment of Other Servants](#), in function group AST.**

---

<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 [New TA Decision adopted](#) 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 **1<sup>st</sup> 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 [New TA Decision adopted](#) 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.