



## **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, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Latvia, Luxembourg, Malta, Poland, 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.



# IT Project Assistant - IT Portfolio Manager Assistant

## Directorate-General Mobility and Transport (DG MOVE) of the European Commission

**Selection reference:** MOVE/COM/2026/439

**Domain\*:** Transport

**Where:** Unit SRD.2 - „Digital Solutions, Data and Information Management “, Brussels

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

**Grade range:** AST1-3

**Publication deadline:** 11.05.2026 - 12.00 (Brussels time)

### WE ARE

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The European Commission's Directorate-General for Mobility and Transport (DG MOVE) and Directorate-General for Energy (DG ENER) shape the digital future of our transport and energy sectors. DG MOVE and DG ENER Shared Resource Directorate is a common service whose mission is to contribute to the operations of both Directorates-General through management and support on audit, internal control and assurance; budget and financial transactions, supervision of decentralised agencies; IT systems and security, and management of information resources.

Unit SRD.2 - Information Management and Systems is responsible for developing secure information systems for DG MOVE and DG ENER-Brussels, aligning with strategic goals, legislation, and Commission rules. The unit is also leading the digital transformation towards a data-driven administration per the EC Digital Strategy. Additionally, the unit manages security, business continuity, and document and information management for DG MOVE and DG ENER Brussels.

### WE PROPOSE

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We are excited to offer an exceptional opportunity to join our unit as **IT Project Assistant - IT Portfolio manager assistant**.

In this role, you will play a central part in assisting portfolio manager in supervising IT projects that supports DG MOVE and DG ENER policies, ensuring that projects and applications deliver maximum value and are fully aligned with strategic objectives.

The job offers the possibility to assist in steering projects end-to-end, from design and development to implementation, while also driving efficiencies through knowledge sharing and best practices. The



role may also involve managing operations of IT Systems, including maintaining different environments, infrastructure, user support and quality assurance.

This role also includes involvement in procurement and contract management, assisting in oversight of service providers or contracts and ensuring optimal performance, while maintaining close interaction with stakeholders and reporting to senior management.

Some of your responsibilities will include:

- Assist in ensuring the IT portfolio aligns with strategic priorities and delivers business value.
- Assist in oversight project implementation, including planning, monitoring, and risk management.
- Assist in oversight in IT Systems operations, quality assurance and user support.
- Assist in managing budgets, contracts, and performance of service providers.
- Ensure application of unit's architectural and cybersecurity policies in the portfolio.
- Provide transparent reporting on progress, risks, and benefits to management.

## **WE LOOK FOR**

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A motivated, dynamic, and well-organised colleague with excellent team spirit, and a proactive, result-driven mindset. You should be able to offer hands-on project oversight, as well as acting as a trusted digital partner to policy units.

The successful candidate would be expected to have:

- Proven experience in IT portfolio and project management, ideally in a complex or institutional environment using project management methodologies, like for example: PM<sup>2</sup> or comparable
- Strong knowledge and experience with information systems lifecycle, including design, development, testing, and maintenance;
- Good understanding of managing IT operations, operating different environments and infrastructure, 1<sup>st</sup> and 2<sup>nd</sup> level user support and quality assurance;
- Good understanding of budget management, procurement procedures, and contract management;
- Ability to coordinate cross-project interdependencies, identify synergies, and ensure coherent delivery of outcomes;
- Strong business analysis skills, with the capacity to understand policy needs and translate them into effective IT solutions;
- Excellent organisational and planning skills, with the ability to manage resources, risks, and priorities effectively;



- Strong interpersonal and communication skills, enabling efficient collaboration with colleagues, management, and external stakeholders;
- Knowledge of IT Governance in European Commission is an asset;
- Good knowledge of English is essential; knowledge of French is an asset;
- A proactive, flexible mindset with the capacity to propose innovative solutions and support the digital transformation of DG MOVE and DG ENER.



## **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 [MOVE-ENER-SRD2-JOB-APPLICATIONS@ec.europa.eu](mailto:MOVE-ENER-SRD2-JOB-APPLICATIONS@ec.europa.eu) indicating the selection reference MOVE/COM/2026/439 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 satisfactory 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?

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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).



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.

For temporary agents under Article 2(a) of the [Conditions of Employment of Other Servants](#), the post is published directly on the EPSO website, without mandatory prior internal publication.

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.

## **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 groups 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\(2025\)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 **1<sup>st</sup> contract will be up 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.