



## **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.



## Information Systems Assistant – IT Project Coordination The Publications Office of the European Union

**Selection reference: OP/COM/2026/368**

**Domain\*:** Information Technology

**Where:** Unit OP.C.3 - (TED and EU Public Procurement), Luxembourg

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

**Grade range:** AST1-3

**Publication deadline:** 03/06/2026 - 12.00 (Brussels time)

### **WE ARE**

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The Publications Office of the European Union is the official provider of publishing services to all EU institutions, bodies, and agencies. As such, it is the central point of access to EU law, and also to publications, data, research results, procurement notices and other official information. The Publications Office therefore plays a central role in informing the public about what the EU does and means for them, and in unlocking the power of data.

Its mission is to support EU policies as a centre of excellence for data, information and knowledge management, and to ensure that this broad range of information is available to the public as accessible and reusable data to facilitate transparency, economic activity and the diffusion of knowledge.

The Publications Office publishes in all the official languages of the European Union and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence).

Within Directorate C 'Access to and Reuse of Public Information', Unit C.3 'TED and EU Public Procurement' is responsible for managing and developing the TED website, which is the online version of the Supplement to the Official Journal of the European Union (OJ S). The unit ensures that public procurement notices from EU Member States, EU institutions, EEA countries, candidate countries, international organisations and non-EU countries are published and accessible. It also contributes to the implementation of the European data strategy by supporting the integration of TED data into the EU public procurement data space, thereby enhancing transparency and data reusability across the EU.

Within the unit, the 'Standards & Support' sector is in charge of the development, maintenance and evolution of eProcurement standards such as the eProcurement Ontology, the European Single Procurement Document (ESPD) and eForms — the European standard for eNotification. The sector also provides technology support and expertise to the other sectors of the unit, and coordinates IT



operations, deployments, quality assurance, security screening and liaison with technical teams across the Commission, contractors and external stakeholders.

## **WE PROPOSE**

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We propose a challenging job in the IT project coordination team of Unit C.3 'TED and EU Public Procurement'.

The successful candidate will take charge of the day-to-day coordination of a small team of IT project managers and DevSecOps specialists (4-5 people), working under the supervision of the head of sector. The role is operational and hands-on: ensuring that the IT project managers are properly supported and aligned, that developments across projects are progressing as planned, and that potential conflicts or bottlenecks are identified and addressed early.

More specifically, the successful candidate will:

- oversee the work of IT project managers and DevSecOps staff, ensuring proper backlog management, clear priorities and timely delivery across all projects;
- maintain a comprehensive view of ongoing developments, upcoming deliveries and planned work across the unit's information systems, in order to detect and resolve conflicting priorities or resource constraints;
- coordinate with business owners, contractors and the OP operations team to ensure smooth collaboration throughout the project lifecycle;
- maintain and continuously improve the processes and pipelines for IT project delivery, deployment and acceptance testing, ensuring they are properly documented and followed;
- develop a solid working knowledge of the unit's systems, software architecture and infrastructure, sufficient to understand what the team is working on, identify when things go wrong and take appropriate action;
- ensure continuity of institutional technical knowledge, particularly during staff rotations and contract renewals, by maintaining up-to-date documentation and guiding incoming team members;
- review and validate software deliverables, including conducting functional and integration tests when needed;
- contribute to the management of contractual relations with service providers;
- report to the hierarchy on the progress of IT activities and flag issues as they arise.

## **WE LOOK FOR**

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We are looking for a hands-on, organised and proactive person who is comfortable coordinating the work of a small technical team on a daily basis.



Essential:

- experience in IT project coordination or a similar operational coordination role;
- sufficient technical understanding of IT systems, infrastructure and deployment processes to be able to assess the work of the team and identify issues;
- ability to take ownership of operational follow-up, monitoring progress and ensuring that the team delivers on its commitments;
- good organisational and prioritisation skills;
- ability in problem solving and analytical thinking;
- rigour and attention to detail, particularly regarding documentation and knowledge management;
- very good communication and drafting skills in English (C1 level), both in writing and orally.

Desirable:

- experience with DevSecOps practices and CI/CD pipelines;
- knowledge of IT project management methodologies and tools (e.g. PM2);
- familiarity with web systems and applications.

Assets:

- knowledge of public procurement and the eProcurement lifecycle;
- experience in financial and contract management.

**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 [OP-DIR-C-SECRETARIAT@ec.europa.eu](mailto:OP-DIR-C-SECRETARIAT@ec.europa.eu) indicating the selection reference OP/COM/2026/368 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?

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

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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).



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.

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

### **➤ 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.

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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).



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.