



## **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 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](#)



# IT Portfolio Officer - IT Procurement

## in DG DIGIT of the European Commission

**Job title:** IT Portfolio Officer - IT Procurement

**Domain:** Information Technology

**Where:** Unit DIGIT.C.1, "Cloud Services & Software Broker", Luxembourg

**Function Group:** FG IV

**Contract Type:** 3b

**Express your interest until:** **15.08.2026 - 12.00** (noon, Brussels time)

### WE ARE

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DIGIT-Digital Services is the Directorate-General whose aim is to deliver digital services to enable EU policies and to support the Commission's internal administration. By leading IT procurement and delivering secure, reliable and scalable digital services, DIGIT enables the Commission to work securely and effectively in a connected digital world.

DIGIT.C.1 hosts the operations of the procurement brokers for cloud, software, and professional services used by all EU Institutions, Bodies, and Agencies.

Within DIGIT.C.1, the sector "Cloud and Professional Services Brokering" fosters cost-effective purchasing channels for cloud services and professional services in cooperation with all the other units of DIGIT involved (legal, financial, technical). What makes the sector unique is its remarkable multi-disciplinary skills at the crossing of all skills necessary to deliver efficient procurement. The members of the sector are constantly in contact with internal customers of the services and external providers to ensure colleagues in the Institutions make best use of the services they purchase. The Sector:

- Hosts the operations of the procurement brokers for cloud and professional services used by all EU Institutions, Bodies, and Agencies.
- Delivers FinOps (Financial and Operations) services to maximise the value derived from these purchasing channels and hosts the development of the Cost Control tool used by the Commission (iCoco).

For the Directorate, the sector coordinates chargeback activities for infrastructure services (public cloud, private cloud, datacentre) in cooperation with the Resources Directorate and hosts the representative of the Digit Portfolio Office.

### WE PROPOSE

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DIGIT.C.1.002 is looking to hire **two** IT Portfolio Officers to provide support on the practical aspects related to the Cloud and Professional Services Brokering or cross cutting activities across DIGIT C.1, with special focus on High Frequency Procurement procedures.



Amongst other tasks, the successful candidates are expected to perform the following main functions and duties:

- **PROCUREMENT and CONTRACT MANAGEMENT**: Participate to in the writing, evaluation, award of the future Cloud and Proserv call for tenders that DG DIGIT will launch; manage the contracts for DIGIT.C.1; liaise with contractual providers and other potential providers to define the best way to benefit from Cloud Technologies and Professional Services in a continuous improvement mode.
- **INTER-INSTITUTIONAL RELATIONS**: Liaise with other EU Institutions, Bodies, and Agencies in aspects related to the usage and chargeback of the cloud and professional services broker and other DIGIT C1 services.
- **PROJECT MANAGEMENT**: When relevant, act as project manager for key cross-cutting projects launched by DG DIGIT, with a strong focus on Cloud, IT infrastructure, and Professional Services.
- **IT SUPPORT and INFRASTRUCTURE**: Support the function of Cloud and Professional Services broker for DG DIGIT, other DGs and EU Institutions, in particular on the administrative and financial level; contribute to IT rationalisation and consolidation in that context.
- **PORTFOLIO MANAGEMENT**: Support DIGIT C Local Portfolio Office in close cooperation with DIGIT Portfolio Office.

## **WE LOOK FOR**

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The ideal candidates must demonstrate the following required professional experience and knowledge, with the interest and drive to take over a new challenge in a dynamic environment:

- At least 5 years of experience in Program / Process / Project Management.
- At least 1 year of experience in ICT technologies.
- Experience in procurement and contract management.
- Knowledge of the European Institution's administrative procedures concerning budget, finance, contracts and accounting.

The ideal candidates should also demonstrate the following required skills and characteristics:

- Excellent communication and interpersonal skills, considering that will interface a very large community of IT and procurement specialists.
- Excellent communication skills in English, both orally and in writing. Knowledge of French is a bonus. Ability to communicate in meetings, including technical or specialised information.
- Ability to conceptualise problems, identify and implement solutions, as well as capacity to analyse and structure information.
- Ability to work in a proactive and autonomous way and to act upon problems with pragmatism.
- Flexibility (e.g. openness towards new demands) and capacity to prioritise, organise and deliver in a structured way.
- Ability to work in a team.



## HOW TO EXPRESS YOUR INTEREST?

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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 [DIGIT-C1-OFFICIALS-RECRUITMENT@ec.europa.eu](mailto:DIGIT-C1-OFFICIALS-RECRUITMENT@ec.europa.eu) indicating the call for interest reference **EC/2026/DIGIT/515350** 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:

- Have a level of education which corresponds to completed university studies of at least three 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.

#### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> 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 database](#)<sup>3</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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<sup>1</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).

<sup>2</sup> 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>).

<sup>3</sup> Therefore, candidates who did not pass already a CAST on the level Function Group III, should register their profile at this address <https://eu-careers.europa.eu/en/Cast-Permanent>



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.

## **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 **Luxembourg**.

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 IV**. 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 year**. 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 IV 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.