



EUROPEAN COMMISSION

## Selection of temporary staff for the Publications Office of the European Commission

**Selection reference:** OP/COM/2023/2049

**Function Group:** Assistant

**Grade:** AST 1-3

**Job title:** Archivist – Electronic Archives

**Job N°:** 426953

**Where:** OP.A.4.003 - „Long-term Preservation”, Luxembourg

**Publication deadline:** 29/09/2023 - 12.00 (Brussels time)

### We are

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, as well as to publications, open data, research results, procurement notices and other official information. The Office thereby plays a central role in making it known to the public what the EU does and means for them, and in unlocking the power of data. Its mission is to support EU policies as a recognised competence center for information, data 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). The A4 unit is the lead unit for a strategic objective at the Publications Office, Connecting and preserving content and knowledge. This is at the heart of its activities. It is responsible for delivering library and information services to the European Commission through its management of the EC Library. At an inter-institutional level, it provides a range of library and preservation services, covering the assignment of identifiers (ISBN, ISSN and DOI), cataloguing of EU publications, and the long-term physical and digital preservation of publications produced by EU institutions, including web content. It also manages large-scale digitisation projects on behalf of all the EU institutions. The Sector A4.003 has as the principal part of its mission to preserve all (physical and electronic) publications and websites on behalf of the EU institutions and bodies. This works aims to establish the OP as an authoritative, trustworthy and reliable source of information about the work of the EU institutions and the history of the European project, and this for both current and future generations of researchers and citizens. This activity directly contributes the Sustainable Development Goal 16, supporting strong, trustworthy European institutions.



## We propose

The colleague who will be selected for this position is expected to contribute, with their technical expertise, to the activities linked to web and long-term digital preservation. S/he will contribute to the supervision and monitoring of the OP's digital archives to ensure the quality and integrity of their collections. S/he will investigate the use of available open-source tools to improve internal quality control of the digital collections, as well as the crawling of websites. S/he will lead the planned project to integrate the web archives within the long-term digital archive.

S/he will also contribute to other activities, with the rest of the digital preservation team, which include:

- Implementation of the coming phases in the EU Legal Deposit scheme at the level of the web and long-term digital archives;
- Implementation of the 'Technology Watch' activity to follow-up on the evolution of standards and technologies used in the field;
- Participation to the decision-making process related to the evolution of the web preservation and long-term digital preservation services;
- Follow up of the ingestions in the long-term digital preservation system and monitoring of the treatment of errors;
- Follow up and reporting on KPIs and statistics;
- Participation in technical working groups and meetings with the project team, stakeholders and end-users.

## We look for

We are looking for a colleague who is interested in being part of the new and emerging initiatives in the field of web and long-term digital preservation and who can bring with them energy, commitment and ideas. In particular, the ideal candidate would have at least some of the following:

- Experience in the field of long-term digital or web preservation (minimum two years - desirable);
- Formal IT education or experience as an IT consultant/project manager (minimum two years - desirable);
- Familiarity with semantic web concepts and technologies, data modelling and standardisation of metadata;
- The ability to work in a proactive and autonomous way, with good skills in analysis and problem solving.

Working languages are French and English.

## How to apply?

Interested candidates should send their CV and motivation letter in a single PDF document by the publication deadline to the following email address: [HR-LUX-TA-VACANCIES@ec.europa.eu](mailto:HR-LUX-TA-VACANCIES@ec.europa.eu) indicating the selection reference OP/COM/2023/2049 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:**

#### General criteria:

Candidates must comply with the following formal criteria for this selection procedure on the deadline for applications:

- Be a national of a Member State of the European Union (EU) and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be 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 in this position, you must have at least:

- (a) a level of education which corresponds to completed post-secondary education attested by a diploma OR
- (b) a level of education which corresponds to completed secondary education attested by a diploma giving access to post-secondary education, followed by at least 3 years of relevant professional experience

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:

Candidates must have

- a thorough knowledge (minimum level C1) in one of the 24 official languages of the EU
- a satisfactory knowledge (minimum level B2) in a second official language of the EU, to the extent necessary for the performance of the duties.

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).



For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

➤ **What about the selection steps?**

The post has also been published internally in the Commission, inter-institutionally, and has been 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. It is only in case no suitable candidate can be found among the afore-mentioned categories that other applications will be considered<sup>1</sup>.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications we may receive, only candidates selected for 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 as well as that of the institution, the selection procedure will be carried out in English and possibly in a second official language.

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<sup>1</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal)



## 2. Recruitment

Candidates 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 in **Luxembourg**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AST.**

The grade within the proposed grade range, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 3 years**. The contract might then be extended only once for a maximum of 2 years. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff has 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](#).



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### ***3. How to appeal?***

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR ([HR-MAIL-F6@ec.europa.eu](mailto:HR-MAIL-F6@ec.europa.eu)).