



EUROPEAN COMMISSION

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

**Selection reference:** OP/COM/2023/748

**Function Group:** Administrator

**Grade:** AD5

**Job title:** Project Manager - Data and Format Standardisation Services

**Job N°:** 364978

**Where:** Unit OP.A.1 - Data and Format Standardisation Services, Luxembourg

**Publication deadline:** 21.04.2023 - 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 recognized competence centre 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 Data and Format Standardisation Services Unit coordinates, supports and promotes the standardisation of reference data, schemas, ontologies, document formats and linguistic resources. We contribute to the interoperability between EU institutions and cooperate with third parties, including standardisation bodies the Member States.

### We propose

We propose a job of project manager in a dynamic team operating in the forefront of data,



information and knowledge management. Joining the team will give you the opportunity to contribute to a unique standardisation endeavour in the field of digital formats: we cooperate with all EU institutions; we involve modern digital standards and state-of-the-art technologies to make sure that drafting, exchanging and publishing of EU legislation and other publications is efficient and in conformity with the institutions priority of a Europe fit for the digital age. This job will allow you to be in contact with domain experts and cooperate with stakeholders from all EU institutions.

Your tasks will include:

- Supporting the Head of Sector in the coordination of the Interinstitutional Metadata and Formats Committee subgroups;
- Project management activities in the field of format standardisation: building and operating support capacity for standards (AKN4EU, Legal HTML, HTML5, PDFUA);
- Project management activities related to other standardisation activities of the Unit (new data standards depending on the needs of institutions);
- Participation in communication activities presenting the added value of standardisation services to institutions;
- Participation in knowledge sharing: contribution to the Unit's knowledge base and animation of the community of practitioners.

### **We look for**

We look for a reliable, proactive and service-minded team player with the following skills/competences:

- Experience in project management.
- An interest in modern technologies and standardisation-related activities.
- Readiness and eagerness to learn and acquire new skills, in particular regarding data and format standards.
- Strong problem-solving skills, paired with a client-oriented and pragmatic approach.
- Ability to prioritise input coming from a variety of different stakeholders, both internal and external to the unit.
- Strong communication skills and knowledge of how to clearly and effectively transmit information to clients/stakeholders.
- Good drafting skills in English and French.
- Experience with contractual and financial matters would be an asset.
- Excellent soft skills:
  - Proactivity, sense of initiative, resilience
  - Negotiation skills
  - Flexibility
  - Service-mindedness
- Ability to work autonomously and use communication and collaborations tools

### **How to apply?**



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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/2023/748 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:

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- A level of education corresponding to completed university studies of at least 4 years, attested by a diploma, or
- A level of education corresponding to completed university studies of at least 3 years, attested by a diploma, followed by a minimum of 1 year 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 AD**

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 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](#).

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



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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)).