# *IT Project Assistant – Data Scientist*

**Vacancy notice**: COM/2023/2403
**Function group:** AST
**Where:** Paymaster's Office - PMO.6.002, Brussels
**Publication:** until 16/10/2023, 12.00 hours noon Brussels time

## We are

The Paymaster Office (PMO) is responsible for the provision of a **high quality** and user friendly service to beneficiaries by promptly and accurately managing, determining and paying individual rights and expenses, providing clear and relevant information and ensuring efficient and **effective controls**. In addition, PMO is managing several funds, such as the unemployment fund and the Joint Insurance Schema whose beneficiaries are currently employed and former EU staff.

PMO comprises 7 units and 4 sectors based in Luxembourg, Ispra and Brussels.

Within the PMO, the unit PMO6 – IT and Business Intelligence, based in Brussels, provides services, solutions, guidance and expertise in the areas of data and reporting, IT security, IT application coordination and infrastructure. Consequently, the unit supports the operational and strategic activities of the PMO with the aim to improve efficiency through information and knowledge sharing, interoperability, integration and standardisation.

Specifically in the area of data analytics, the unit aims at:

- Promoting and fostering content, data, information and knowledge management activities in PMO and the HR family via dedicated initiatives;
- Identifying, assessing, developing and deploying solutions to support data management, data analytics, business intelligence and artificial intelligence for evidence-based policy making and for information driven internal activities in the PMO and HR family;

- Providing Big Data solutions, expertise and support;
- Providing services, guidance and expertise in the areas of harmonisation and standardisation of data and metadata;
- Facilitating and steering the deployment of the necessary data infrastructure for PMO together with DIGIT.
- Developing and promoting the implementation of information models and standards in PMO.

# We propose

A challenging and rewarding position as Project assistant and Data Scientist in the IT and Business Intelligence unit.

As Project assistant and Data scientist, you will contribute to the elaboration and management of projects in the field of data, information and knowledge management. You will also be responsible for bringing-in data science expertise in order to be able to work within a team of statutory staff and consultants that is in charge of the implementation of prototypes and/or projects in the area of artificial intelligence as well as data management, data analytics and business intelligence. In addition, you will also be responsible, together with the Head of Sector and Data Owners, to assess potential synergies with other DGs, especially HR and DIGIT, in these areas and to assess the infrastructure and tools needed, as well as the implementation approach and the data to be explored in order to bring forward the use of artificial intelligence at the PMO.
This role will be key in driving forward the adoption and implementation of emerging technologies at the PMO.

The job entails:

- Working within a team responsible for the management and/or implementation of projects as well as prototypes;
- Providing leading guidance and/or expertise on the implementation and usage of artificial intelligence for policy, support services and decision making: e.g. optical character recognition (OCR), robotic process automation (RPA), etc;
- Providing possible guidance in the area of data management analytics and business intelligence;
- Carrying out actuarial assessments and projections for the funds managed by the PMO;
- Ensuring active participation in reporting on the activities to relevant governance structures;
- Liaising with other PMO units, colleagues in the Unit and other stakeholders such as the HR family;
- Communication processes with users, PMO and HR data owners and data professionals and IT solution developers

# We look for

A highly experienced and motivated candidate with a strong background in project management and data science, a data-driven mindset with the capacity to interact within a technical team and understand emerging technologies (i.e. artificial intelligence, advanced analytics). Communication, negotiation skills and flexibility are essential to this position as well.

This job requires:
- Experience in project/program management in particular in developing, managing, monitoring and coordinating projects.
- Experience in data science and preferably data analytics and emerging technologies.

Understanding and experience in the following areas are considered as assets:
- Artificial intelligence and machine learning solutions,
- Actuarial science,
- Data management and business intelligence,
- Common data science toolkits, data visualisation tools, query languages, non-structured databases and data lakes.

The ideal candidate should possess the following competencies and skills:
- Good scripting and programming skills including Agile methodologies.
- Open-minded analytical thinking, ability to analyse and solve complex problems.
- Sense of initiative and good organisational skills.
- Good communication and excellent people' skills with customer focus.
- Strong negotiation skills.
- Understanding, promoting and applying policies ensuring data privacy

The main languages used in the unit are English and French:

|         | Listening | Reading | Spoken interaction | Spoken production | Writing |
|---------|-----------|---------|--------------------|-------------------|---------|
| English | C1        | C1      | C1                 | C1                | C1      |
| French  | B2        | B2      | B2                 | B2                | B2      |

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).

In order to be eligible for the post, the candidate must, as a minimum, fulfil the following conditions:

(a) Be a national of one of the Member States of the Union and enjoy his/her full rights as a citizen;

(b) To have fulfilled any obligations imposed on him/her by the laws concerning military service;

(c) Produce the appropriate character references as to his/her suitability for the performance of his/her duties;

(d) Be physically fit to perform his/her duties, and

(e) Produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

In addition, candidates must have at least:

(a) a level of completed post-secondary education attested by a diploma, followed by at least 3 years' relevant professional experience directly linked to the duties, or

(b) a level of completed secondary education attested by a diploma giving access to post-secondary education, followed by at least 6 years' relevant professional experience directly linked to the duties.

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 your eligibility and the information in your application form (diplomas, certificates and other supporting documents).

## Selection procedure

No applications will be accepted after the closing date of the vacancy.
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 received only candidates selected for interview will be notified.
Should they be chosen, candidates will be requested, as part of the actual recruitment procedure, to supply documentary evidence, in original, in support of the statements made in the application.

For functional 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/or French only.

Should a position be offered, candidates will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission medical service.

# Type of contract

The successful candidate will be engaged as a temporary agent under Article 2(b) of the CEOS in function group AST.

He/she will be classified depending on the length of his/her previous professional experience in step 1 or step 2 within a given grade, in accordance with Commission Decision C(2013)8970.

The duration of the contract is for an initial duration of 1 year, with possibility of extension for another 2 years.

Applicants should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501

# Pay

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.

The place of employment will be in **Brussels**.

# How to apply ?

The interested candidates should send their CV and motivation letter respecting the deadline of the vacancy to the following email address:

Julio.Garulo-Rodriguez@ec.europa.eu

Please mention in the subject of your application the title of the job *"PMO.6 – IT Project Assistant - Data Scientist"*

# Appeals

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 ).

# Equal opportunities

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

# Data Protection

For information related to Data Protection, please see the Specific Privacy Statement