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**Policy Officer/Programme Manager EU policies**

**Vacancy**: Contractual Agent (3b) FGIV

**Job number**: 341106  
**Where**: DIGIT.D2, Brussels

**Publication**: from 30/01/2023 to 10/02/2023 until 12.00 hours Brussels time

**We are**

Unit DIGIT.D2 “Interoperability” designs and implements the EU’s policy in the area of digital government/public sector interoperability. Interoperability – the capability of systems and organisations to cooperate across functional, sectoral and physical borders – is an important support function for successful digital transformation. While our focus is on the public sector, we seek also to stimulate innovation through public-private cooperation under the label “GovTech”.

Our proposal for a regulation, [the Interoperable Europe Act](https://commission.europa.eu/publications/interoperable-europe-act-proposal_en), aims to strengthen public sector interoperability and will serve as our main policy framework for the years to come. Also, we design and oversee the implementation of the Interoperability chapter under the Digital Europe programme - DIGITAL.

We cooperate with and support Member States (country CIOs and central digital transformation offices), other Commission services, partners at regional and local levels, with international organisations and third countries (UN, OECD, World Bank, Western Balkans) and with private sector players (GovTech SMEs and startups, open-source communities, academia).

We are a team of professionals coming from technical and non-technical backgrounds, driven by the motivation to bring about better public digital services for Europeans. We work in a very open, collaborative and participatory style.

# We propose

We propose an exciting job as a Policy Officer/Programme Manager supporting EU policies. You will contribute to the Interoperable Europe Act policy design during and following the inter-institutional negotiations process, implementation and monitoring, under the umbrella of the Digital Europe Programme. Learning and growing on the job is much welcomed.

The successful candidate will:

* Support the negotiation process, leading to the adoption of the Interoperable Europe Act;
* Support the policy coordination and implementation of the Interoperable Europe Act and European Interoperability Framework;
* Ensure that policy priorities are effectively reflected in the work programme of the Digital Europe Programme/Interoperability: definition, development and implementation of policies and actions, including preparing, launching, and closing contracts, as well as guiding and supervising the external teams;
* Contribute to pro-active stakeholder management including private and public partners;
* Cooperate with Member States in the Expert Group, with partner DGs and international partners, such as the World Bank, OECD and UN, and non-EU countries and represent the Commission in policy events at international, European and national level; and,
* Write briefings and speeches, organise and conduct events and workshops, design and contribute to communication activities.

This job is an excellent opportunity for someone interested in EU programme management, policy making and stakeholder management and wants to develop competences in these fields.

**We look for**

We look for enthusiastic candidates, with experience in policy-making and operational design and implementation of funding programmes mainly in the area of digitalisation.

Desirable skills and experience include in particular:

* Excellent oral and written communication as well as organisational skills, political judgement and very good understanding of the EU's policy priorities in the digital domain as well as EU’s decision making processes and relevant stakeholders;
* Proven experience in EU law making, designing and managing operational programmes and the implementation and monitoring of the related actions;
* Ability to analyse, synthesise and communicate complex concepts and reports for briefings and communication materials aimed at different audiences, and policy messages that are adapted to them;
* Strong interpersonal skills to proactively engage with key interlocutors within DG DIGIT as well as in other services and with external stakeholders.

The successful candidate will be a good team player, proactive, with a strong sense of initiative and who enjoys working with autonomy. The position will also require the flexibility and resilience to work well under time pressure.

Previous experience in digital and/or internal market policymaking, managing digitalisation projects with Member States and at EU level and legal expertise would be strong assets.

The main working language of the unit is English. A good level of English is required, French is an asset, as are other languages, given our close interaction with Member States.

**Am I eligible to apply?**

You must meet the following eligibility criteria when you validate your application:

**General conditions:**

Candidates will be eligible for this selection procedure if they fulfil the following formal criteria

at the time of the application deadline:

* Enjoy full rights as a citizen of an EU Member State
* Meet any obligations under national laws on military service
* Meet the character requirements for the duties concerned
* Languages: Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of a second EU language to the extent necessary for the performance of his/her duties;

The EU institutions apply an equal opportunities policy and accept applications without

distinction on the grounds of gender, race, colour, ethnic or social origin, genetic features,

language, religion or belief, political or any other opinion, membership of a national minority,

property, birth, disability, age or sexual orientation

**Specific conditions - Languages**

Language 1: minimum level C1 in one of the 24 official EU languages

Language 2: minimum level B2 in English, French or German; must be different from language 1

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 (Croat), 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>)

**Specific conditions - qualifications & professional experience**

* 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; or
* where justified in the interest of the service, professional training or professional
* experience of an equivalent level

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)

**How to apply**

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

Leontina.Sandu[@ec.europa.eu](mailto:XXX@ec.europa.eu) and Andrea.Halmos@ec.europa.eu

Due to the large volume of applications received, only candidates selected for the interview will be notified.

**Selection procedure**

No applications will be accepted after the closing date of the vacancy.

Candidates selected for interviews will have to succeed in [an EPSO CAST exam](https://epso.europa.eu/sites/epso/files/documents/casts/2017/epsocastp1-172017/cast-p-call-consolidated-version/en.pdf) relevant to the function group.

The request to sit the [EPSO CAST exams](https://epso.europa.eu/sites/epso/files/documents/casts/2017/epsocastp1-172017/cast-p-call-consolidated-version/en.pdf) does not commit in any way the European Commission to invite candidates for a selection panel or offer a Contract Agent position, should they succeed the test.

During the recruitment process, candidates will be requested 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.

For more information on the Contract Agent positions please consult the following [EPSO page](https://epso.europa.eu/home_en).

Should a position be offered, candidates are required to undergo a mandatory medical analysis and physical check-up with our selected medical service.

The working conditions of contract staff are governed by the Staff Regulations of Officials and the Conditions of Employment of Other Servants, as described in chapter IV, p. 215 of the following document:  
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

Contract agents carry out tasks under the supervision of officials or temporary staff members. Further details concerning the nature of tasks and type of duties can be found in [ANNEX I.](https://epso.europa.eu/sites/epso/files/documents/casts/2017/epsocastp1-172017/cast-p-call-consolidated-version/en.pdf)

**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](https://ec.europa.eu/dpo-register/detail/DPR-EC-01029).

he job involves: • Contribution to the concept and drafting of a code for conduct for industry as announced under BIK+; • Technical briefings and monitoring of technological developments, including on age verification methods; • Management of projects, from contributing to the drafting of work programmes, the management of calls for proposals and tenders, their evaluation and selection to the follow-up and monitoring of the resulting contractual obligations as regards scientific/technical and financial aspects, with the assistance of external experts, our internal financial and administrative staff as well as external Agencies; • Contribution to the strategic thinking and policy development of the unit in the field of Safer Internet, in particular in the area of technological developments; • Contribution to briefings, speeches for the hierarchy and the Commissioner, draft replies to Parliamentary questions and other queries; • Maintaining an up-to-date knowledge of developments in the area of BIK by contributing and participating in key conferences, seminars and networks. The work entails regular contacts with stakeholders, including Member States, academia, industry, civil society, and youth representatives.

**Job holder profile (We look for)**

The ideal candidate is eager to help develop and implement EU actions (through a mix of funding and policy/legal/technical measures) to promote a safer internet. He/She has relevant technical ability, is motivated to develop further technical knowledge in the field and can present technical issues clearly to a lay audience. He/she is a team player, able to work independently when needed, knows how to prioritise, finds pragmatic solutions to problems, can deliver to short deadlines, and easily communicates with colleagues and stakeholders. Knowledge of or experience in computing science/information technology would be an advantage, particularly in areas relevant to support the sector in: • Identifying and monitoring opportunities and risks for children linked to social media and current and emerging technologies (such as age verification, AI, extended reality); • Liaising with industry and other partners on technical aspects (e.g. automated detection of harmful or illegal content); and • Contributing to the development of technical standards for child online protection. Any or all of the following would constitute an asset: experience of managing EU public procurements; experience of contributing to and/or implementing EU research, innovation or deployment programmes; technical knowledge of measures for fighting harmful and/or illegal content online or for creating a safer online digital environment. Training will be provided, mostly on-the-job. Much of the work is carried out in English, therefore candidates should have an excellent command of the language, both orally and in writing.