


CALL FOR EXPRESSION OF INTEREST - CONTRACT AGENTS

Unit DGT.R3, DGT Informatics Unit, is looking for a CA FG IV – IT Specialist Systems Engineer	
Function Group:	FG IV
Post Number:	417269
Place of Employment:	Brussels
Deadline for applications:	17 November 2023
Contact point:	<p>Head of DGT Informatics Unit, DGT.R3, Mr Dieter RUMMEL, Dieter.RUMMEL@ec.europa.eu</p> <p>Head of Workflow Automation Sector, DGT.R3.002, Ms Valérie ANDRIANAVALY Valerie.ANDRIANAVALY@ec.europa.eu</p>
We are:	<p>We are a dynamic and friendly unit of around 90 people, approx. 50 officials and 40 external service providers, working in Brussels and Luxembourg.</p> <p>The Informatics Unit (DGT.R3) develops and maintains IT applications enabling DGT to fulfil its mission, i.e. to provide the European Commission with high-quality translations and other language services. We are working in two main areas: the development of specialised linguistic IT tools for translators and the development of IT applications for the management of DGT’s translation workflow.</p> <p>The post in question is a position in the Workflow Automation Sector. The Sector develops and maintains the IT applications used by DGT staff to manage DGT’s translation workflow. The applications managed by the sector include ePoetry, ManDesk, TraDesk, TRèFle and UAM, a User Authorisation Management application. The sector is also in charge of DGTSTAT, a system based on SAP Business Objects, allowing users to retrieve statistics on DGT’s production.</p> <p>DGT staff are using workflow applications daily. They crucially depend on them to dispatch and fulfil translation tasks. DGT is one of the largest DGs across the Commission with almost 2000 staff including approximately 1400 translators. ePoetry is accessible to all users across the Commission and from other EU bodies to send requests of translation services to DGT. The applications developed in the “Workflow Automation” Sector have therefore a large base of users and are categorised as critical for the good functioning of the Commission legislative process. Several external applications including DECIDE DECISION are directly connected to our applications to automatically generate requests for translation.</p> <p>In 2022, the workflow applications processed approximately 54.000 requests for translation services. DGT produced almost 2.6 million of translated pages last year. Of this, 37% was outsourced to external contractors. One of the applications developed in the sector (TrèFle), supports this procurement process and allows the end-to-end processing of a yearly budget which amounted to a bit more than 20 million euros in 2022.</p> <p>The Workflow Automation Sector is composed of 18 persons including 8</p>

	<p>External Services Providers.</p> <p>In early 2021, DGT started a reflection on the future of the existing workflow applications. The eDGT programme has the ambition to simplify the landscape of workflow applications while enabling further automation through the use of new technologies. It is an ambitious, transformative and long-term project with a time horizon of at least 4 to 5 years in terms of implementation.</p>
<p>We propose:</p>	<p>The selected candidate will work in the “Workflow Automation” Sector as an IT specialist. In that position, the candidate will:</p> <ul style="list-style-type: none"> - Analyse change requests aiming at improving DGT information systems - Design and develop software components in JAVA - Perform data modelling and adaptations of Oracle Databases - Produce software architecture documents - Perform technical tests - Perform 3rd level support for local IT applications - Follow-up incidents, perform debugging and fixing of issues - Contact and follow-up with the infrastructure supplier (DIGIT) and/or with the manufacturer of specific component (e.g. Oracle) - Attend technical working groups, progress meetings and meetings with the users - Assist stakeholders during testing, analysis, technical documentation, deployment, evaluation and reporting - Review of the architecture of existing systems - Interact with the business analysts, customers, users, project leaders and other developer. <p>The activities will be carried out under the supervision of an official/ temporary agent.</p>
<p>We look for:</p>	<p>We are looking for a highly motivated IT specialist with the following skills and knowledge:</p> <ul style="list-style-type: none"> - Strong expertise in JAVA development and maintenance of applications developed in JAVA. - Strong expertise in development and management of Oracle Database - Excellent knowledge of the following technologies and standards: J2EE, BPMN, Relational DB, Service Oriented Architecture - Knowledge of Vaadin and/or Angular frameworks - Knowledge of the following tools would be an asset: Oracle WebLogic, Oracle Service Bus, Oracle SOA - Strong capacity to take responsibility, work autonomously, be flexible and play as a team; - Capacity to prioritise and work in a structured and methodological way; - Ability to give technical presentations - Ability to apply high quality standards - Analysis and problem solving skills - Capability to write clear and structured technical documents - Ability to participate in technical meetings and good communication skills - Good oral and written communication skills in English.

	<p>To be eligible for recruitment at the European Commission you must</p> <ul style="list-style-type: none"> - have a level of education which corresponds to completed university studies of at least three years attested by a diploma¹; - be a national of one of the Member States of the European Union and enjoy full rights as a citizen; - have fulfilled any obligations imposed by the applicable laws on military laws; - produce appropriate character references as to his or her suitability for the performance of the duties; - be physically fit to perform the duties; - produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties; - Have passed a valid EPSO CAST in Function Group IV or be registered in the EPSO Permanent CAST (https://epso.europa.eu/en/job-opportunities/open-for-application) in a valid FG for this post before applying*. <p>*Before applying to the present vacancy notice, candidates should register in the EPSO Permanent Contract Agent Selection Tool (CAST) for FG IV. The unit pre-selects candidates. Pre-selected candidate will be asked to take the relevant EPSO tests.</p>
Recruitment policy	<p>CV and a motivation letter in one pdf should be sent by email to Dieter.RUMMEL@ec.europa.eu and Valerie.ANDRIANAVALY@ec.europa.eu with this subject line “Application FG IV DGT.R.3” and your CAST Nr. in the body of your mail.</p> <p>Please note that DGT will select only the candidates registered in the EPSO application database. Therefore, if you have not already registered in the EPSO application database you must do so in addition to expressing your interest.</p> <p>For more information on the Contract Agent positions, please consult the following EPSO page</p>
Job description	 <p>Job_Description.pdf</p>

¹ Delivered by a recognised EU educational institute or, if delivered by a non-EU educational institute, recognised by at least one Member State of the EU

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Selection procedure for Contract Agents in Brussels

Data Controller: Directorate HR.B.3, Recruitments & Mobility: Other agents

Record reference: DPR-EC-02054

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation “Selection of Contract Agents in Brussels”, undertaken by HR.B.3. in coordination with the concerned Commission unit and HR Correspondent is presented below.

2. Why and how do we process your data?

Purpose of the processing operation: HR.B.3 collects and uses your personal information to organise and manage the selection process of candidate from the various databases, such as the CAST database or EU CV online, for the recruitment of a contract agent 3a or 3b in Brussels in accordance with Article 82 of the Conditions of Employment of Other Servants (CEOS) and ensure that the most suitable candidate is selected for the available position.

Whenever a Contract Agent position in Brussels is available at the Commission it can be filled by:

- transfer of an internal candidate (already a contract agent at the Commission) or,
- a new recruitment.

The data collected in the selection process is used to assess whether the candidate fulfils the criteria of the job. It is also used to assess the suitability of the candidate for the job. Certain data (concerning professional experience and training) is used for a comparative analysis between the candidates.

Data of the selected candidate (first name, surname, Per-ID, function group, diplomas, professional experience, CV) is recorded in the relevant eSire module (i.e. “AC recruitment request”) for the purposes of processing the recruitment in a second step. Some of the administrative data of the selected candidate is then also used in the “career” module of Sysper. These data processing is covered by record DPR-EC-02057 for recruitment.

Your personal data will not be used for an automated decision-making including profiling. The data submitted may also be used for extraction of anonymised statistics (for example: average number of candidates for certain advertised functions), which may serve for analysis and forward planning in the area of Human Resources Management in the Commission.

3. On what legal grounds are we processing your personal data?

We process your personal data, because it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body (Article 5(a) of Regulation (EU) 2018/1725).

The provision of personal data is mandatory to implement the provisions of Articles 3a, 3b and Title IV of the CEOS, namely, to engage contract staff, that is staff not assigned to a post included in the list of posts appended to the section of the budget relating to the institution concerned and engaged for the performance of full-time or part-time duties.

Legal basis

- Articles 3a, 3b and Title IV of the Conditions of Employment of Other Servants of the European Union (CEOS)
- Commission Decision C(2017) 6760 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof.

4. Which personal data do we collect and further process?

In order to carry out this processing operation, the data controller HR.B.3 Unit “Recruitments & Mobility: Other agents” collects and processes the following categories of personal data:

- Personal data allowing identification of the candidates: first name(s), family name(s) currently used, family name(s) at birth, nationality or nationalities if relevant, place of birth, date of birth, address and contact details, civil status.
- Data concerning qualifications and professional experience: knowledge of languages, motivational letter, CV.
- Number and validity date of identification document, copy of identification document, email address, diplomas, work experience related document.
- Conflict of Interest form.
- Other administrative data: if applicable, personnel ID, Function Group, type of post of the person, budgetary coverage of former post, competition application number.

Normally, no special categories of data falling under Article 10 of Regulation (EU) 2018/1725 is processed. However, if applicants report health data related to special needs (e.g.: as regards physical access to buildings and physical mobility), this information would also be processed for the purposes of organising logistics for the interviews of the selection panel.

If you do not provide your personal data, your application will not be taken into consideration because of lack of required information.

5. How long do we keep your data?

The data controller only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- The electronic and paper version of the applications received by the panel members and other documents, or emails received by the selection panel members, will be destroyed by them after the conclusion of interviews.
- Data in electronic format in the Outlook inbox, ARES and folders of HR.B.3 and concerned HR Correspondents and units, as well as on the protected shared drives of these services, are stored for 2 years after the closure² of the selection process or, in case of appeals or judicial proceedings, 5 years after the final administrative or judicial decision was rendered, in line with the 'Common Commission-Level Retention List for European Commission Files - third revision', SEC(2022)400.

² A selection procedure is closed in one of the following ways: (i) a person was selected and the follow-up procedure (effective recruitment or mobility) was finalised; (ii) or a decision was taken not to select anyone and either republish the post or take other measures.

- The results of the selection panel of selected candidates eligible to be recruited under Article 3a of the CEOS (application documents, CV and supporting documents, as well as the evaluation grids of all selected candidates together with the selection report) are kept for a maximum of 10 years (corresponding to a maximum of 5 years for the initial contract and a maximum of 5 years for its extension in accordance with article 85 of the CEOS). These data are kept until a permanent contract is obtained if they are necessary for the establishment of such a contract pursuant to Commission Decision C(2017) 6760 of 16.10.2017 on general implementing provisions for Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff engaged by the Commission under Articles 3a and 3 b of the said scheme.

6. How do we protect and safeguard your data?

Appropriate organisational and technical measures are ensured according to Article 33 of Regulation (EU) 2018/1725.

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Files have authorised access. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a User ID/Password. Physical copies of personal data are stored in a properly secured manner.

7. Who has access to your data and to whom is it disclosed?

Access to your data is provided to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Your application for a vacancy will be accessible to: hierarchical superior in charge of the entity where the vacancy was published (Head of Unit, Director, Director General), HR Correspondent of the DG concerned by the vacancy, Unit HR.B.3 “Recruitments & Mobility: Other agents”.

In addition, selection panel members will be given access to your application in electronic and/or paper format. The selection panel is composed by a chairperson who is not from the department where the Contract Agent will perform his or her duties, a member of that department, a member of the human resources unit (or equivalent) and a person appointed by the Staff Committee.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) of Regulation (EU) 2018/1725.

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller HR.B.3 (HR-MAIL-B3-PERSONALDATA@ec.europa.eu).

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <http://ec.europa.eu/dpo-register>

This specific processing operation has been included in the DPO's public register with the following Record reference: **DPR-EC-02054**.