



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL INFORMATICS

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## ***IT Project Officer - IT Project Manager***

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Vacancy notice COM/2023/1065

Job N° - 344956

Unit - DIGIT.A 3.002, Brussels

Publication: from 13/04/2023 to 31/05/2023 until 12.00 hours noon Brussels time

### **We are**

The Directorate-General for Informatics (DIGIT) is responsible for the management and co-ordination of information and telecommunication technology for the Commission's services and, in particular, for identifying, articulating and implementing a modern and dynamic corporate Information Technology vision and a strategy which is fully aligned with the Commission's overall priorities, in close cooperation with the IT governance structures.

DIGIT is the Directorate-General for Informatics whose aim is to deliver digital services to enable EU policies and to support the Commission's internal administration.

DIGIT.A3's mission is to provide corporate digital solutions to help EU Institutions and other bodies run their administrations and decision-making process and implement policies in selected areas. End-to-end service delivery is done in a cost-effective manner by leveraging best practices in software engineering and service management. In close collaboration with other services in DIGIT and its customers, DIGIT.A3 builds and operates solutions in the areas of (i) corporate decision-making, (ii) document management, (iii) managing human resources and (iv) policy implementation.

The sector for Personnel Selection & Rights Information Systems delivers the corporate solutions in the area of Personnel selection (EPSO), Financial Rights Information systems (PMO) and Human, Resources (HR). The main role of the sector is to act as the client facing unit and responsible for the product management. Product management includes the business analysis, solution architecture and the service & operations of the products.

### **We propose**

There is currently an open vacancy in DIGIT.A3.002. According to Article 29 of the Staff Regulations, the candidatures from officials of the Institutions and laureates of competitions have precedence over candidatures from other categories of persons. The post is therefore also published internally in the Commission and inter-institutionally, and it is also brought to the attention of competition laureates via the appropriate channels. However, should no suitable candidate be found among the aforementioned

categories, it will be possible to consider other candidates, for a temporary agent position. For these reasons, any person fulfilling the selection requirements may express his/her interest for the post.

We propose a position as Project Manager and IT Project Officer in DIGIT to work in close collaboration with the Portfolio Manager and the Head of Sector to coordinate the overall delivery of the solutions in the Selection and Recruitment area. The work includes establishing the work plans in close collaboration with the business stakeholders, monitoring of budget execution compared to delivery of the relevant work packages and overall responsibility for the product management, which includes the work on business analysis and solution architecture, as well as the maintenance of the products.

The challenge is to maintain a strong relationship with our partners in the HR Family, understanding their needs and translating them into features and requirements. Together with our partners, we deliver solutions that creates business value for our partners through digital transformation. In this context, we are looking for an experienced IT professional with strong technical skills and project management knowledge desiring to work in a challenging environment to:

- Act as the single point of contact for the clients;
- Manage the product maintenance and operations;
- Manage ongoing and new maintenance and adaption projects;
- Perform analysis, also technically, of new functionality needed;
- Coordinate and collaborate with the colleagues to drive forward the key priorities of the HR Family

The work will also include liaising with other services in the HR family (HR, PMO, OIB) to coordinate activities in relation to the HR Transformation programme which is a multi-annual program aiming at replacing the existing HR solutions running by a state of the art Human Capital Management platform (HCM).

## **We look for**

We look for candidates who are willing to engage in both the IT and business aspects of DIGIT.A.3. The candidate should be able to lead a team and be flexible enough to adapt quickly to changing environment and requirements. The ability to build and maintain good interpersonal relations with business users is essential, as well as the capacity to solve operational problems in a dynamic working environment. Desirable skills and experience include: Ability to perform functional and technical analysis, some background and experience in IT Project Management. Previous experience in IT project management is a clear asset, as well as technical lead of IT developers.

The main working languages of the unit is English and French.

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B1	B1	B1	B1	B1

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 duties.

In addition, candidates must have at least:

- a) A level of post-secondary education of at least 2 years attested by a diploma, followed by at least 6 years' professional experience in ICT, of which a minimum of 3 years in the chosen field and related to the duties as described in this call or
- b) Secondary education attested by a diploma giving access to post-secondary education followed by at least 9 years' professional experience in ICT, of which a minimum of 3 years in the chosen field and related to the duties as described in this call.

The professional experience requested for the selection procedures above may have been gained, for example, in private companies, in international organisations and/or bodies, EU institutions and/or agencies, national and/or regional administrations, academia, research institutes, industry, non-governmental organisations or as a self-employed activity and will only be taken into account if it:

- constitutes genuine and effective work,
- is remunerated,
- involves a subordinate relationship or the supply of a service, and
- is subject to the following conditions:
  - ✓ traineeships: if remunerated,
  - ✓ compulsory military service: completed before or after the required diploma for a period not exceeding the statutory duration in your Member State,
  - ✓ maternity/paternity/adoption leave: if covered by an employment contract,
  - ✓ doctorate: for a maximum of 3 years, provided the doctorate was actually obtained, and whether or not the work was remunerated, and
  - ✓ part-time work: calculated pro-rata on the basis of the number of hours worked, e.g. half-time for 6 months would count as 3 months.

## **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, grade 3.**

He/she will be classified depending on the length of his/her previous professional experience, in accordance with Commission Decision C(2013)8970.

The duration of the contract is for **three 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 + motivation letter respecting the deadline of the vacancy to the following email address:

Alain RENSONNET [Alain.Rensonnet@ec.europa.eu](mailto:Alain.Rensonnet@ec.europa.eu)

*Please mention in the subject of your application the title of the job “IT Project Officer - IT Project Manager”*

## **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](mailto: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**

Candidates who applied for a vacant post but were not selected, will have their CV's stored in the HR database for a period of 12 (twelve) months in case other mobility opportunities open in the future. This processing falls under the headhunting policy of DG HR and is covered by DP record DPR-EC-08551

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

[https://ec.europa.eu/info/sites/default/files/privacy-statement\\_candidates-in-a-recruitment-procedure.pdf](https://ec.europa.eu/info/sites/default/files/privacy-statement_candidates-in-a-recruitment-procedure.pdf)