IT Project Assistant

Vacancy notice COM/2022/2362
Unit – PMO.6 Brussels
Publication: from 07/09/2022 to 20/09/2022 until 12.00 hours noon Brussels time

There is currently an open vacancy in PMO.6 According to Article 29 of the Staff Regulations, the applications from officials of the Institutions and laureates of competitions have precedence over applications 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 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 PMO.6 – 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

We propose a challenging and rewarding position as IT Project Assistant with the role of Business Manager in the Sector IT portfolio, programme and project office.

You will be responsible for coordinating and bringing-in, both business knowledge and IT project expertise. You will be enabler of the work between a team of statutory staff in PMO on one side and the IT provider in DIGIT on other side. Your area of intervention covers the implementation of changes for business related to reimbursements of expenses claimed by customers and processed through different PMO systems.

In addition you will also be responsible, together with the Head of Sector and System Owners to assess potential dependencies with other areas of the HR Family and DG BUDG as well as to assess the new IT tools to be implemented in the context of the HR Transformation and SUMMA programmes, within the corporate Double Pillar Approach (DPA).

This role will be key in driving forward the business transformation and the implementation of new technologies in PMO.

You will be responsible for:

- Assisting the System Owner in establishing and drafting the annual IT work plan, supervising and monitoring progress and fulfilment of implementation.
- Regularly reviewing business needs, preparing and keeping up-to-date the business rules to be implemented in IT system.
- Verifying and advising business on the evaluation requested changes in terms of return on investment and benefits such as cost and time savings, quality improvement or increase efficiency.

- Contributing to the analysis and drafting of functional specifications for the in liaison with the legal units and the business and operational users.
- Ensuring quality controls, risk analysis and review deliverables.
- Following and regularly monitor the implementation on time and budget of the required changes, based on common reporting and with common homogenous procedures, norms and methods.
- Ensuring that proper content and reporting requirements are met and perform quality controls for the reporting content
- Ensuring that System Owners, other users and stakeholders are provided with adequate information on proposed changes to system within the Business Domaint and that their views are taken into account in these changes.
- Managing the evolution and maintenance of the System to take account of the needs of users and to resolve any issues.
- Collaborating closely with the counterpart of the IT service provider, by identifying risks and issues related to the business domain, proposing fixes or mitigating measures.
- Participating in planning, functional testing, documenting the results and liaising with the IT service provider and business experts as appropriate.
- Maintaining the system information up to date and ensure quality encoding in GovIS2 and other corporate tools
- Preparing communication about changes to the users, ensuring sound documentation by liaising with the communication and knowledge management teams and supporting the System Owner in different forums: user groups, steering committees, etc.
- Providing the necessary information for audit and control by Commission services or the European Court of Auditors.
- Liaising with users / user representatives, advise and provide the necessary support to them.

We look for

The candidate should possess a strong background in IT project management and an interest and good understanding of business area namely, reimbursement mechanisms and financial systems.

A highly experienced and motivated candidate with the capacity to interact with a technical team and business users as well as with the willingness and capacity to understand new technologies and IT commercial solutions. Communication, negotiation skills and flexibility are essential to this position as well.

This job requires the following competencies and skills:

- Experience in business analysis.
- Experience in IT project management and evolutive system maintenance.

- Experience in insurance, reimbursements, social security and finance is an asset.
- Experience with commercial financial IT solutions and suites is an advantage.
- Good knowledge on software development lifecycle, including Project management and Agile methodologies.
- Open-minded analytical thinker able to analyse and solve complex problems.
- Show initiative and have good organisational skills.
- Good communication and having excellent people' skills, with customer focus and strong negotiation skills
- Ability to communicate both orally and in writing in both English and French
- Understands, promotes and applies policies ensuring data privacy

The main working languages of the unit are English and French:

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B2	B2	B2	B2	B2

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 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 step 1 or step 2 within that grade, 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:

Name surname Julio.Garulo-Rodriguez@ec.europa.eu

Please mention in the subject of your application the title of the job "PMO6 - *IT Project Assistant*"

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-E2@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.