



EUROPEAN COMMISSION

DIRECTORATE-GENERAL INFORMATICS

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## *Logistic Agent - Gestionnaire des biens inventoriés (GBI/SPOC)*

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

**Where:** DIGIT A, Brussels

**Publication:** from 06/07/2021 to 23/07/2021 until 12.00 hours Brussels time

### **We are**

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.

Directorate A "Strategy & Resources" in DG DIGIT primarily plans, manages and reports on the use of the human and budgetary resources of DG DIGIT and ensures sound communication, customer relations and IT governance. General activities related to human resources also include the management of office space. The person responsible of these tasks is the Single Point of Contact (SPOC) for the office space policy in Brussels

### **We propose**

The job on offer is challenging in terms of variety of tasks and require a very good sense of service and diplomacy. DIGIT Brussels recently moved to a full open-space and flexible desk system in the ONE building, which makes the allocation, monitoring and management of office space a dynamic and ever-changing activity, requiring initiative and lateral thinking.

Moreover, the high number of external providers and the new office space policy are challenging factors for the job and require constant follow up and proactive coordination with internal and external stakeholders in the European Commission.

### **We look for**

An experienced colleague, possibly with previous experience of office management in an open space environment, with a strong customer orientation and negotiation skills who will lead a team of two in Brussels. A good understanding of the IT environment would be an asset. Considering the frequent contacts with management, the working language is English and knowledge of French is welcome

### **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:

- Be a national of a Member State of the European Union (EU) and enjoy his or her full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post
- Produce the appropriate character references as to suitability for the performance of the duties
- 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;
- Qualifications: Completed university studies of at least three years attested by a diploma.

## **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 respecting the deadline of the vacancy to the following email address:

[DIGIT-HR-BUSINESS-CORRESPONDENT@ec.europa.eu](mailto:DIGIT-HR-BUSINESS-CORRESPONDENT@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](#) relevant to the function group.

The request to sit the [EPSO CAST exams](#) 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](#).

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](#).

### **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](#).