



VACANCY NOTICE INTER-AGENCY MOBILITY

**Unit B6 Digital Business Solutions
Temporary Agents 2(f) – AD5-AD12**

Ref.: EACEA/2024/09/INTER-TA/ IT Lead Architect

European Education and Culture Executive Agency (EACEA)

The European Education and Culture Executive Agency (EACEA) is a multi-programme Executive Agency based in Brussels.

In cooperation with six Directorates-General of the European Commission, EACEA is privileged to manage the implementation of four of the European Union's flagship funding programmes: Erasmus+, Creative Europe, the Citizens, Equality, Rights and Values programme and the European Solidarity Corps.

Since 2006, EACEA has been a catalyst for projects in education, training, youth, sport, media, culture, solidarity, citizenship and values. On behalf of the European Commission, EACEA works to foster innovation in these areas, always in a spirit of cross-border cooperation and mutual respect. As a modern, professional organisation EACEA strives to operate in a spirit of fairness and transparency, to uphold standards of equal access and treatment, and to support the projects that show Europe at its best.

Working at EACEA means taking a role at the heart of European project management. With over 500 staff and over 26 EU nationalities, EACEA is a dynamic, open, and international workplace, bestplaced to serve the citizens of Europe and empower the citizens of tomorrow. Strong values are at the heart of ONE EACEA: commitment, integrity, objectivity, respect for others, and transparency. For further information about the Agency, please see the EACEA website: <http://eacea.ec.europa.eu>.

The objective of this selection procedure is to fill the vacant post of IT Lead Architect in Unit B6 Digital Business Solutions.

Description of the job

DESCRIPTION OF THE UNIT

Mission of the unit.

EACEA.B.6 is at the service of the Agency as a whole, its units, its staff, and its external stakeholders. The mission of the unit is to provide all of them with support in the optimal use of available digital solutions and in seizing opportunities to work better through innovation.

More specifically, unit B.6 is responsible for:

- (1) The procurement of digital solutions and the relationship with our external suppliers, also serving as liaison point between internal business and solution suppliers.
- (2) The digital component of operational projects and services managed by the Agency.
- (3) Supporting the continuous evolution and improvement of the Agency's business processes and use of data.
- (4) Identifying innovative digital solutions and opportunities for the Agency to deliver higher business value in a more cost-effective manner.
- (5) The complete lifecycle of the local information systems EACEA owns, from inception to production and user support.
- (6) Representing the Agency in the relevant corporate governance bodies.

B.6 is therefore a service and systems supplier and works both in service and project modes.

NATURE OF DUTIES

Overall purpose

The selected candidate will be assigned to the post of IT Lead Architect, responsible of:

- (1) Drafting, steering, and validating the IT systems' designs,
- (2) Ensuring technological suitability to deliver business needs,
- (3) Guaranteeing compatibility with the Commission IT ecosystem,
- (4) Preparing necessary IT Governance artefacts (e.g., CANVAS), and
- (5) Respecting the Digital Strategy of the Commission (e.g., Dual Pillar Approach).

Functions and duties

SPECIFIC IT DEVELOPMENT TOOLS and FRAMEWORKS

- Draft, steer, and validate IT systems' designs proposed both by external contractors and by internal colleagues.
- Ensure technological suitability of designs to deliver business needs.
- Guarantee compatibility and coherence with the Commission IT ecosystem.
- Prepare necessary IT Governance artefacts (e.g., CANVAS).
- Ensure respecting the Digital Strategy of the Commission (e.g., Dual Pillar Approach).
- Contribute to the definition, provision and management of high-quality, cost-efficient and effective IT solutions to address business needs.
- Participate in and contribution to the relevant corporate working groups on the matters relevant to the job (for example, the 'Corporate Architecture' group, 'DevSecOps Community', 'Corporate IT Governance', etc.)
- Participate in and contribute to the Agency's IT Steering Committee and its Working Groups.
- Drive innovation (solutions, technologies, methods, tools).

PROGRAM / PROCESS / PROJECT MANAGEMENT

- Define, plan and coordinate the execution of projects by effectively applying the relevant project management procedures and IT Governance of the Agency and the Commission.
- Validate the quality of the project / service deliverables and ensure that acceptance procedures are in place and conform to the contractual provisions for acceptance and payment of deliverables.
- Manage the contracts and the financial resources allocated to projects/services by preparing cost estimates, applying the budget management recommended practices of the Agency, monitoring expenditures and ensuring timely and effective procurement of necessary services.
- Contribute to the delivery of IT projects and services applying relevant PM2 and ITIL processes and the IT Governance of the Agency and the Commission.
- Contribute to procurements as part of the tender preparation, act as a member of evaluation panels, and contribute to contract preparation and to the negotiation of offers.

- Manage security aspects of the projects / services in compliance with the applicable IT security policies, standards, and guidelines.
- Contribute to the management of the team, in collaboration with the management team of the Unit; Perform other duties related to the job.
- Collaborate with internal stakeholders and external contractors to define project/service deliverables based on adequate understood and defined requirements.
- Liaise closely with Unit members to understand their business needs and processes, and to identify opportunities for improving their operations through the use of IT.
- Contribute to the definition, provision and management of high-quality, cost-efficient and effective IT solutions to address business needs.
- Contribute to the streamlining and harmonisation of business processes.
- Ensure the coherence of the solutions proposed and implemented locally with the corporate IT landscape.
- Drive innovation (solutions, technologies, methods, tools).

BUSINESS MANAGEMENT and PLANNING

- Provide input to the financial budget preparation of the Unit based on the needs in the area of responsibility.
- Contribute to the management of the team, in collaboration with the management team of the Unit.
- Perform other duties related to the job.

IT BUSINESS ANALYSIS

- Contribute to the streamlining and harmonisation of business processes.
- Collaborate with internal stakeholders and external contractors to define project/service deliverables based on understood and defined business requirements.
- Liaise closely with the operational units to understand their business needs and processes, and to identify opportunities for improving their operations through the use of IT.

Qualifications and Experience Required

A. Eligibility criteria

Candidates will be considered eligible for this inter-agency selection of temporary agent 2(f) in the function group of Administrator based on the following formal criteria to be fulfilled by the deadline for applications:

1. To be a temporary agent 2(f) of the Conditions of Employment of Other Servants of the EU (CEOS) who, on the closing date for applications and on the day of filling the vacant post, is employed within his/her current agency in a grade and function group corresponding to the published function group and grade (AD5-AD12).
2. To possess the minimum qualifications required by Article 5(3) of the Staff Regulations, applicable by analogy to the temporary staff pursuant to Article 10(1) of the CEOS,
3. To be in compliance with the conditions referred to in Article 12(2) of the CEOS:
 - he/she is a national of one of the Member States of the Union and enjoys his/her full rights as a citizen.
 - he/she has fulfilled any obligations imposed on him/her by the laws concerning military service.
 - he/she produces the appropriate character references as to his/her suitability for the performance of the duties.
 - he/she is physically fit to perform his/her duties.

- he/she produces 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, members of temporary agent 2(f) should, as general rule:

4. a) have at least 2 years' service within his/her current agency before moving.
- b) successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group.

B. Specific conditions

All eligible candidates will be assessed along the following evaluation specific conditions:

Essential

- University education in Computer Science, or similar relevant domain.
- Proficient English (C1).
- Proven experience in IT Architecture (design and/or assessment).
- Proven experience in IT Business Analysis.
- Proven experience in IT Project Management (e.g., PM2).
- Analytical mind.
- Result oriented person, with the capacity to rationalise processes.
- Team player.

Advantageous

- Certifications or knowledge of: PM2, ITIL, AGILE, TOGAF, etc.
- Experience in IT Portfolio Management.
- Experience with EC IT Governance (e.g., ITCB, PIR, BC, PC, PER).
- Experience with financial circuits (OIA, FIA, etc.).
- Experience with cloud computing platforms (e.g., AWS, Azure).
- Experience with Security by Design.
- Experience with Data Protection by Design.
- Experience with Risk Management.
- Experience with team management.
- Experience with IT Change Management.

Following the analysis of the applications by the Selection Board, the Agency will invite the most suitable candidates for an interview.

Application procedure

Candidates are kindly invited to apply in English to facilitate the selection process.

Candidates must submit the following documents:

- up- to-date detailed curriculum vitae, **Europass CV** format¹ or equivalent.
- **a letter of motivation**, including their views on the proposed position (1 page maximum).

¹ EU CV format available on: <http://europa.eu/europass>

To facilitate the work of the selection board, the use of the Europass CV is highly recommended.

Applications must only be sent by e-mail to the functional mailbox:

EACEA-HR-SELECTION@ec.europa.eu

Closing date: Applications must be sent at the latest by 19/08/2024 at 12:00 (midday), CET (please check the time zones).

Applicants are strongly advised not to wait until the last minute to submit their application since heavy internet traffic or other dysfunction could lead to difficulties in submission. The Agency shall not be held responsible for said difficulties and it will disregard applications submitted after the deadline or which are not complete.

Supporting documents showing evidence of the information given in the application will be requested at a later stage. No documents will be sent back to candidates. If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Selection Board

A Selection Board, responsible for assessing the applications, interviewing and drawing up the list of retained candidates, will be appointed by the Director and will be composed of at least three members, including a member designated by the Staff Committee of the Agency.

Under no circumstances should candidates approach the Selection Board themselves, either directly or indirectly concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

Selection procedure

The Selection Board will perform the assessment of the applications against the criteria (essential and advantageous) listed above in “Qualifications and Experience Required” under point B “Specific conditions”.

Only shortlisted candidates will be invited for an interview with the Selection Board.

The interview will be held in English and will assess skills and competences related to the job description and selection criteria.

The interview will be marked out of 100 (pass mark: 70).

Please note that having successfully passed the interview does not guarantee to receive an offer of employment.

Appointment and conditions of employment

EACEA and the selected temporary agent 2(f) conclude an employment contract ensuring continuation of the person’s employment and career in the category of temporary staff 2(f). That contract signed with EACEA is to be concluded without interruption of the contract concluded with the agency of origin (‘the preceding contract’) and fulfils the following requirements, in particular:

- the same grade and the same seniority in the grade as the preceding contract.
- the same step and the same seniority in the step as the preceding contract.²

Please note that temporary agents shall be required to demonstrate before their first reclassification the ability to work in a third official language of the EU.

Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without discrimination on the grounds of sex, 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.

Information to candidates

An acknowledgement of receipt will be sent to all candidates by email to confirm the reception of their application.

All candidates will be informed in due time about the processing of their application, either they are invited for the selection procedure as described above or not. These notifications will be sent either by email or in Ares.

A candidate may request clarifications about the processing of his/her application by sending an email quoting the reference of the vacancy notice concerned, at the following address EACEA-HR-SELECTION@ec.europa.eu

• Request of review

A candidate who feels that a mistake was made in the assessment of his/her profile may ask to have it re-assessed by sending, within 10 working days of the date on the email/note notifying the rejection of his/her application, a request for review, quoting the number of the selection procedure concerned to the Selection Board at the following address: EACEA-HR-SELECTION@ec.europa.eu.

The Selection Board will reconsider the application and notify the candidate of its decision within 15 working days of receipt of the letter.

• Complaint on the basis of Article 90(2) of the Staff Regulations of Official of the European Union (SR)

Candidates may submit a complaint based on Article 90(2) of the SR, which is to be sent to the attention of the Director of EACEA, by e-mail to:

EACEA-HR-SELECTION@ec.europa.eu.

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complainant.

• Judicial Appeal

Candidates may submit a judicial appeal on the basis of Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the General Court (<https://curia.europa.eu>).

² EACEA Decision of the Steering Committee laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS – Ref Ares (2015)1412826 of 31/03/2015.

• Complaint to the European Ombudsman

Candidates, like all citizen of the Union, may lodge a complaint to the European Ombudsman. Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned (see above). Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.

Please consult the website of the European Ombudsman

(<https://www.ombudsman.europa.eu/en/home>).

Data protection

The Agency will ensure that candidates' personal data are processed as required by 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 data³, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. The Privacy Statement can be found on the Agency's website including details on the right of access and rectification of personal data.

³ OJ L 295 of 21.11.2018, p. 39.

