



European Committee  
of the Regions

Human Resources and Finance

## CALL FOR EXPRESSION OF INTEREST

### Contract staff member working in the Project Management Office

**Reference number: COR/CA/FGIV/09/2025**

Directorate	Directorate for Innovation and Information Technology (DIIT)
Unit	Digital Solutions
Type of position	Contract staff FGIV
Period	2 years, starting from 01/09/2025
Application	<a href="#">Online application form</a>
Date of publication	15/05/2025
Deadline	05/06/20285 at noon (Brussels time)

## 1. Your job and responsibilities

Do you want to define and provide the tools and processes for Project Managers to successfully implement projects? Are you interested in being involved from capturing the initial idea to delivering the final product? Do you believe in transparency and want to ensure that stakeholders can follow up on their projects without delay? Do you want to develop and implement strategies and indicators?

As part of the Project Management Office (PMO), you are responsible for ensuring that project managers can fulfil their tasks in a harmonized manner. Your work includes defining strategies and processes, creating and implementing tools, informing management about project progress, issues and risks in review meetings. You will be involved in the creation of the annual workplan as well as in budget and resource planning and allocation.

In detail:

1. Support to Project Managers:

- Tailor the PM<sup>2</sup> templates to the specific needs of the Committees to guarantee a harmonized approach of project documentation with as little overhead as possible.
- Define the tools and their usage to the needs of the Project managers.
- Provide methodology and process assistance, possibly coaching where necessary.
- Discover opportunities for the Directorate to increase organisational value.

2. Reporting:

- Follow up on the projects for progress in scope completion and budget usage.
- Provide meaningful reports on the one hand for the management and on the other hand to all stakeholders.
- Automate reporting where possible to avoid ambiguity in its interpretation and reduce overhead for project managers.
- Define, gather, analyse and report metrics and measurements.

3. Communication:

- Collect information from all involved stakeholders to ensure sound project management.
- Facilitate clear communication, ensuring that projects' progress and needs are effectively communicated within the Directorate and that the PMO is understood by the business.
- Follow up in bilateral meetings with the project managers on progress, risks and issues.
- Present progress and changes in methodologies and processes to a broad audience.
- Organise PMO review meetings with the management.

You are part of the Project Management Office, which has been established recently.

## **2. Who are we? What are the challenges for us ahead?**

The Digital Solutions unit operates within the Directorate for Innovation and Information Technology (DIIT), one of the Joint Services supporting both the European Economic and Social Committee (EESC) and the European Committee of the Regions (CoR). Rolling out our Digital Strategy, we are on an inspiring transformative journey that propels us toward a more advanced and digitally mature state.

Our unit is structured into four dynamic sectors: Business Solutions, Shared Solutions, Architecture and Standards, and Business Relations and Analytics. Together, we are a vibrant team of 17 officials and approximately 40 consultants.

In recent years, we have transformed our working methods to emphasize reuse, knowledge sharing, and continuous improvement. By anchoring our efforts around business-value-driven projects, we

are aiming to build a cohesive product ecosystem: an integrated suite of secure tools designed to streamline operations, enhance business processes, and deliver an exceptional user experience.

Our mission is bolstered by strong collaboration across our sectors and units within the directorate. Together, we aim to deliver secure, fit-for-purpose, data-driven, and process-oriented solutions that empower our users to work effectively and efficiently. Through our work, we advance the missions of both Committees, driving innovation and excellence in support of their shared objectives.

### **3. Are you the talent we are looking for?**

#### **3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED**

- Think with a critical spirit, analyse and solve problems pragmatically.
- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties.
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results.
- Adapt to an evolving working environment, demonstrate commitment and adopt constructive attitude at all times. Remain effective and flexible even during period of heavy activity.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment.
- Work together with others in a constructive way by contributing to diverse and inclusive working environment. Demonstrate respect and courtesy at all times.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

#### **3.2 JOB-SPECIFIC REQUIREMENTS**

- You have passed [EPSO CAST FGIV<sup>1</sup>](#).
- You have proven expertise in IT Project/Programme Management.
- You are familiar with IT project methodologies, knowledge of PM<sup>2</sup> is an asset.
- You have deep knowledge in JIRA and Confluence.
- You have thorough knowledge in reporting with PowerBI .
- You excel in communication, with the ability to effectively engage and collaborate with diverse stakeholders at all levels.
- You possess a technological background, enabling you to understand the solution portfolio, assess and prioritize business needs while considering technical constraints and opportunities.
- You can effectively handle business conflicts and negotiate solutions.
- You are solution oriented.

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<sup>1</sup> For more information please consult the [website EU Careers](#).

- You know how to interpret figures and willing to develop strategies and indicators.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU's official languages. For functional reasons, a thorough knowledge of English is required; a satisfactory knowledge of the French language would be an asset.

Please note that candidates must meet the eligibility criteria specified in [art. 82\(3\) of the Conditions of Employment of Other Servants](#).

#### **4. What we offer**

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation. Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current vacancy and its annex (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.
- An EMAS-certified institution that is continuously looking to improve its environmental performance.

#### **5. Are you interested in this challenge?**

If you have the skills we are looking for and think you fit the profile above, please apply using the [online application form](#) before 05/06/2025 at noon.

Please note:

- the successful completion of [EPSO CAST FGIV](#) is required to be eligible for this selection procedure.
- only candidates selected by the selection panel for an interview will be contacted. If you have not been contacted within six weeks following the application deadline of the vacancy notice, please consider your application unsuccessful.

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.