



European Committee  
of the Regions

## Human Resources and Finance

### **CALL FOR EXPRESSION OF INTEREST** **Contract staff member for Project Management Office**

Reference number: **COR/CA/FGIV/31/26**

|                     |                                                                                                                                 |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Directorate         | Directorate for Innovation and Information Technology                                                                           |
| Unit                | Digital Architecture, Resources and Cybersecurity Unit                                                                          |
| Type of position    | Contract staff member - FGIV                                                                                                    |
| Period              | 2 years, starting from 01/11/2026                                                                                               |
| Application         | <a href="#">Online application form</a><br>Please note: the successful completion of <a href="#">EPSO CAST FGIV</a> is required |
| Date of publication | 20/08/2026                                                                                                                      |
| Deadline            | 04/09/2026 at noon (Brussels time)                                                                                              |

#### **1. Your job and responsibilities**

Interested in defining and providing the tools and processes that enable Project Managers to successfully deliver projects? Are you interested in to be involved throughout the full project lifecycle- from the initial concept and idea capture to the final delivery? Do you believe in transparency and want to ensure that stakeholders can follow up on their projects without delay?

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. You will also act as a role model for other Project Managers through exemplary project execution.

You are part of the Project Management Office, which currently consists of one additional official.

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

Our Unit Digital Architecture Resources and Cybersecurity has a staff of 12 Officials, Contract Agents and Consultants and is part of the Directorate for Innovation and Information Technology. It is divided into five sectors:

- Enterprise Architecture
- Project Management Office
- Finance
- Cybersecurity
- Compliance

Our field?

Project portfolio governance, IT demand management, PM<sup>2</sup>-based methodologies, project monitoring and reporting, resource and budget planning, continuous improvement of project management tools.

Our challenges ahead include strengthening the consistency and maturity of project management practices across the organisation, ensuring the harmonised adoption of methodologies and tools by all Project Managers, enhancing portfolio visibility through reliable data and reporting, and supporting the successful delivery of complex cross-cutting projects.

## 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 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.
- You have proven expertise and experience 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.
- You know how to interpret figures and willing to develop strategies and indicators.

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.

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

## 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 04/09/2026 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.