

Call for Applications

IT Coordination Officer (AD8) ¹

EIT (Budapest)

Ref.: EIT/TA/2018/131

The European Institute of Innovation and Technology (EIT) is an independent EU body set up in 2008. We enhance Europe's ability to innovate by nurturing entrepreneurial talent and supporting new ideas. Our mission is to:

- Contribute to the competitiveness of Europe, its sustainable economic growth and job creation by promoting and strengthening synergies and cooperation among businesses, education institutions and research organisations.
- Create favourable environments for creative thoughts, to enable world-class innovation and entrepreneurship to thrive in Europe.

The EIT is an integral part of Horizon 2020, the EU's Framework Programme for Research and Innovation. Horizon 2020 is a key pillar of the Innovation Union – a Europe 2020 flagship initiative that aims to enhance Europe's global competitiveness.

The EIT is now organising a call for expressions of interest with a view to establishing a reserve list for Temporary Staff (TA) for the profile of **IT Coordination Officer**. The place of employment will be Budapest, where the EIT seat is located.

More information about the EIT and its activities can be found on: <http://eit.europa.eu>.

¹A contract of employment is concluded with the successful candidate to occupy a post in accordance with the Commission Decision of 16.12.2013 on Types of Posts and Post Titles adopted by analogy by the EIT and the EIT Decision 22/2018 on post titles and operational titles at the EIT.

1. Job Profile

This is a critical role for a multi-dimensional candidate within a unique organisation which works in the area of innovation and technology.

Within the EIT's "Services and Finance" Unit (SAF), the IT Coordination Officer will be leading the ICT staff and function of the EIT. The successful incumbent will be responsible for assuring the adequate availability and performance of the IT systems as well as managing the implementation of the applications that will support the operations of the EIT in defining, planning, setting up, maintaining and developing high quality ICT infrastructures, tools and services.

The jobholder will report to the Head of Unit of Services and Finance.

Tasks

The tasks of the IT Coordination Officer will include the following:

Coordinate the IT Team outputs

- Be responsible for the allocation of tasks in line with the annual IT work plan as well as for the effective coordination of the IT team.
- Ensure the organisation and implementation of the IT Team's service management (based on ITIL).
- Be responsible for keeping ICT services up and running.

Advise on IT Strategy

- Devise, propose and implement changes to new the EIT ICT strategy.
- Support the Chair of the IT Steering Committee in drafting the agenda and formulating the decisions to be endorsed as well as advising the Steering Committee as a technical expert.
- Define, propose and implement the annual IT work plan.
- Draft policies, standards, reports and presentations.

Oversee IT projects

- Translate business needs into ICT projects that deliver solutions.
- Responsible for the preparation, implementation, monitoring and reporting on the EIT ICT project portfolio.
- Manage existing contractors and IT-related contracts and procurement processes.

2. Eligibility Criteria

2.1. General Conditions

By the closing date of this call candidates must:

- be a national of an EU Member State;
- enjoy their full rights as citizens²;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties³.

2.2. Education

Candidates are required to have:

- A level of education corresponding to at least four (4) years' completed university studies; or
- A level of education which corresponds to completed university studies of at least three (3) years attested by a diploma with an additional year of relevant professional experience.

² Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

³ Before being engaged, a member of staff shall be medically examined by one of the European Commission's medical officers.

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted⁴.

2.3. Experience

Candidates must have, at the closing date for applications, professional experience of **at least 9 years, of which at least 6 years in ICT-related areas** after obtaining the minimum qualifications sets out in section 2.2 above.

Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account.

Part-time work will be considered in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under `Additional information`. In case of invitation to an interview, the above proof must be provided.

2.4. Language Skills

As the predominant working language of the EIT is English, candidates must therefore have an excellent command of both spoken and written English. (Note: Native English speakers will be required to demonstrate the ability to work in a second EU language at interview stage). Candidates must also have satisfactory knowledge of another official language of the European Union⁵.

⁴ In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under `Additional information`. In case of invitation to an interview, the above proof must be provided.

⁵ Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

3. Selection Criteria

3.1. Assessment on paper at application screening stage

Essential criteria⁶:

- Proven relevant professional experience in managing IT projects ⁷;
- Proven relevant professional experience of IT Strategy and/or IT Governance frameworks;

Advantageous criteria⁸:

- Work experience in coordinating teams (e.g. as a line manager or project team leader);
- Certifications in one or more of the following: Service Management methodologies (such as ITIL), Project Management methodologies (such as PM², Prince 2, PMI, PMBOK, etc.), IT governance and control (CISA, CISM, CRISC, etc.);
- Experience in both the supplier side and the customer side of ICT, preferably with a EU institution or an International Organization;
- Experience in at least 2 of the following areas:
 - Administration and/or configuration of Windows Servers and/or Microsoft technologies
 - Administration and/or configuration of Cisco network components, firewalls, proxy and reverse proxy appliances.
 - Implementation of security policies, security hardening.

3.2. Assessment at interview/written test stage

- Knowledge of service management (based on ITIL): definition of IT services in the form of an IT Service catalogue, preparation of workflows and relevant

⁶ These essential criteria will account for 70% of total score attributed during the application screening stage.

⁷ IT project management involves a structured approach to planning, organizing, leading, and controlling information technology projects in an organization, including: Software development and implementation; Hardware installations (e.g., servers, desktop computers, or telephony systems); Network system upgrades; Data management.

⁸ The advantageous criteria will account for 30% of the total score attributed during the application screening stage.

procedures/documentation for IT Services, definition of ITIL lifecycle stages, implementation of IT Service management using relevant IT tools;

- Knowledge of project management related to software development, IT infrastructure and services, production of relevant artefacts, management of contractors and relevant contracts;
- Knowledge of IT Strategy and/or IT Governance frameworks (e.g. COBIT);
- Ability to draft IT technical assessment reports and strategies;
- Ability to motivate and mobilise a team to meet organisational priorities;
- Ability to analyse demands, synthesise and integrate pertinent ideas and concepts and explain highly technical notions and documents to a non-technical audience;
- Demonstrate career progression from technical roles to strategic advising and/or team leading roles;
- Oral and written English;
- Interpersonal and communication skills.

4. Selection Process

How to Apply

Please consult the Guide for Applicants on the [EIT website](#). It contains detailed instructions to help you submit your application correctly.

Only applications submitted through the EU CV Online system⁹ will be accepted.

To apply, you must register in the EU CV Online system via the link provided on the EIT website, and follow all instructions concerning the various stages of the procedure. Applications shall be made in English. **Before applying, you should carefully check whether you meet all the eligibility criteria.**

⁹The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.

In the letter of motivation, please highlight the key work experiences relating to each of the selection criteria listed in section 3.1 of this vacancy notice.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will no longer be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to an interview (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. Please note that if you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

Deadline for applications: 15 June 2018 (13:00 pm Budapest time)

5. Steps of the Selection Procedure

5.1. Admission to the Selection Procedure

After the deadline for online registration, the selection committee will check the submitted applications against the eligibility criteria described in Section 2. Applications satisfying these conditions will then be assessed against the selection criteria described in Section 3.

5.2. Initial Assessment of the Applications

The selection committee will assess each eligible application according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

5.3. Interview

Upon completion of the profiles' evaluation, typically up to a maximum of the 12 most suitable candidates - based on the highest scores in the pre-selection screening - will be invited to an interview, which will be organised in Budapest. Details of the time, date and address of the interview will be communicated to the candidates in due time.

Candidates invited to an interview will be requested to submit on the day of the interview a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

The selection committee will carry out an assessment of candidates invited to an interview according to the selection criteria described in section 3.2. The interview and the written test will be conducted in English. Any other languages indicated in the application form might be tested. Note: native English speakers will be tested to prove their second language skills (as stipulated in 2.4 Language skills).

Candidates will also be required to sit a written test in English on the day of the interview. This might take the form of a case study, multiple-choice questionnaire and/or oral presentation.

5.4. Verification of Documents and Scrutiny

The application of candidates invited to the interview will be checked against supporting documents provided, in order to confirm the accuracy and eligibility of the application.

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.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

5.5. Reserve List

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Appointing Authority of the EIT for approval. The adopted reserve list, will be valid until **31 December 2018**.

Reserve lists may be extended by decision of the EIT Appointing Authority. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by the EIT (e.g. including a further interview).

Inclusion on a reserve list does not imply any entitlement to employment in the EIT. Moreover, recruitment will be subject to budgetary availability.

5.6. Requests for Information

The text of this Call for applications contains all the information required. If you have further questions, please contact the EIT via jobs@eit.europa.eu, clearly mentioning the reference of the vacancy notice, your registration number and the nature of your request.

Please note that due to the large volume of applications received, only candidates selected for the interviews will be contacted.

6. Additional Important Information

6.1. Equal Opportunities

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

6.2. Selection Committee

A selection committee will be appointed to carry out the evaluation of applications to this vacancy. Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden, and may lead to disqualification from the selection process.

6.3. Approximate Timetable

The selection process may take a few months to be completed; further information about the status of the procedure will be published on the EIT website.

6.4. Recruitment Conditions / Career

Successful candidates may be offered a contract as a member of the Temporary Staff in accordance the [Conditions of employment of other servants of the European Communities](#) for an initial period of 5 years. The contract may be renewed.

The place of employment will be Budapest.

6.5. Conditions of Employment

Successful applicants who are offered a contract of employment will, on entry into service, be placed in step 1 or 2 of grade AD 8, according to the length of their professional experience. The estimated net monthly salaries for Temporary Staff at the grades mentioned above, as at 01 July 2017 in Budapest¹⁰, are:

Step 1: € 3,841.94

Step 2: € 3,977.03

Depending on the individual family situation and the place of origin, staff members may in addition be entitled to:

- Expatriation or foreign residence allowance: 16 % or 4 % of the basic salary.

¹⁰ This estimate already includes a correction coefficient of 74.5%, applicable to salary and allowances paid in Hungary. Deductions for the community tax and contributions for medical insurance, pension and unemployment insurance are already included in this estimate. Salaries are exempted from national tax. The salary can be paid in euro or in the local currency: Hungarian Forint (HUF).

- Annual travel allowance: staff entitled to expatriation or foreign residence allowance are entitled to be paid each calendar year a sum equivalent to the cost of travel from the place of employment to the place of origin for themselves and, if they are entitled to the household allowance, for their spouse and dependant(s). This is a flat-rate payment, based on an allowance per kilometre of geographical distance between the staff member's place of employment and place of recruitment or origin.
- Household allowance: 2% of basic salary + €184.55
- Allowance for a dependent child or person treated as such: € 403.25 per child/person.
- Pre-school allowance: €98.51 per month, for each dependent child who is less than five years old or is not yet in regular full-time attendance at a primary school (until the child reaches the age of eight).
- Education allowance: the EIT covers schooling fees for children of EIT staff members attending or applying to international schools that have signed a cooperation agreement with the EIT. Covered under these provisions are staff member's children from the age of 5, and attending, regularly or on full time basis, or applying for primary or secondary education in an international school, after having been considered eligible by the EIT.
- Reimbursement of transport costs to school: for children attending primary or secondary school, staff may receive reimbursement of the transport costs up to a maximum of €547.20 per month for each dependent child, starting from the first year of primary school.
- Installation allowance: equivalent to two months' basic salary for staff entitled to the household allowance; and one month's basic salary for staff members who are not entitled to the household allowance. This allowance is paid upon successful completion of the probationary period
- Reimbursement of removal costs.
- Initial temporary daily subsistence allowance: staff entitled to the household allowance: €41.76 per day for a period of 180 days; if you are a probationer, the daily subsistence allowance is granted for the period of probation plus one month. Staff not entitled to the household allowance: €33.67 per day for a period of 120 days. This allowance is not paid beyond the date on which staff members effectively remove their belongings to Budapest.

Other features of key benefits applicable at the EIT include:

- Annual leave entitlement of two days per calendar month plus additional days depending on grade and age. 2.5 days' home leave per annum if you are entitled to the expatriation or foreign residence allowance.
- General and applicable technical training plus professional development opportunities.

- EU Joint Sickness Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance.
- After 10 years of service, staff members are eligible to receive pension from the European Union Pension Scheme on retirement.

6.6. Independence and Declarations of Interest

The job holder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his or her independence.

6.7. Appeal Procedure

Candidates considering that their interests have been prejudiced in the selection process by a particular decision may request a review of, or launch an appeal against the decision adversely affecting them. Further information about the appeal procedures can be found in the Guide for Applicants on the EIT website.

6.8. Protection of Personal Data

As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

[Continue here for the application form](#)

If you have difficulties to connect to the above link, you may copy and paste the following link into your Web application.

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=f4306b041d5468642323TR&langue=EN