IT Officer (FG IV)

EIT (Budapest)

Ref.: EIT/CA/2024/176

The European Institute of Innovation and Technology (EIT) is an independent EU body set up in 2008 to boost innovation across Europe that has established Europe's largest innovation ecosystem. Our mission is to contribute to sustainable economic growth and competitiveness by reinforcing the European Union and its Member States's ability to innovate by tackling pressing global challenges.

The EIT's success lies in our unique innovation model: we support innovators and entrepreneurs at every step of their journey, and we put in place the environment needed for innovation to thrive. Our services range from entrepreneurship education (training and skilling) to innovation projects (turning research into products and services for citizens) to boosting innovative businesses and accelerating start-ups.

As part of Horizon Europe, the EU's Research and Innovation Programme for 2021 to 2027, the EIT Community achieves this by creating sustainable and thriving innovation ecosystems across the EU and beyond. Working at the EIT means contributing to the delivery of innovative solutions to some of the biggest challenges facing our society including climate change, sustainable energy, digitalisation, health, raw materials, sustainable food, urban mobility, advanced manufacturing, culture & creativity, and water. You can expect a highly dynamic, modern, international work environment with strongly motivated colleagues. Working at the EIT means being results-oriented and sharing common values for collaboration: trust, transparency, sustainability, respect and inclusion.

The EIT is now organising a call for expressions of interest with a view to establishing a reserve list for Contract Staff (CA) for the post of **IT Officer (FG IV)**. The place of employment will be Budapest, where the EIT seat is located. Applications from female candidates are strongly encouraged.

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

1. JOB PROFILE

The IT officer profile will in principle report to the Head of Administration Unit. However, upon need, he may also support and report to other units of IT.

TASKS

The **IT Officer** will contribute to the EIT's work by performing the following tasks and activities:

- Install, configure, monitor and administer IT systems and networks.
- Contribute to the management of cybersecurity and Information security namely user access rights;
- Ensure proper configuration of hardware and software including the follow up of IT incidents, requests and IT inventory;
- Support the EIT IT tools, including integration with Commission tools;
- Document management;
- Artificial Intelligence and Business Intelligence tools using data mining and data modelling.
- Assist in the design, writing and deployment of ICT strategies, policies, procedures and guidelines, contribute in the drafting of technical specifications for procurement needs;
- Contribute to the achievement of the EIT's objectives through inputs to horizontal coordination activities, teamwork, proactive internal communication and inputs to the work of colleagues.

The jobholder may be asked to carry out any other tasks, corresponding to the profile and grade, as deemed necessary in the interest of the service.

2. ELIGIBILITY CRITERIA

2.1. GENERAL CONDITIONS

By the closing date of this call candidates must:

- be a national of an EU Member State or an EFTA state[1];

- enjoy their full rights as citizens[2];

- have fulfilled any obligations imposed by national laws concerning military service;

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[1] EFTA countries are Norway, Iceland and Liechtenstein as defined in Article 2 of the EEA agreement.
[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.

- meet the character requirements for the duties involved;

- be physically fit to perform their duties[3].

2.2.   EDUCATION

Candidates are required to have a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma[4].

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

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.

2.3.   EXPERIENCE

Candidates must have at the closing date for applications, professional experience of **at least 3 years,** after obtaining the minimum qualifications set 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) will be 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).

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

[4] 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).

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 Union[5].

3.SELECTION CRITERIA

3.1.   ASSESSMENT AT APPLICATION SCREENING STAGE

Applications will be assessed on the basis of the following essential and advantageous criteria:

3.1.1 Essential criteria[6]:

- At least 3 years' work experience in support of ICT infrastructure in the public or private sector;
- At least 3 years' work experience with IT Security[7].

3.1.2   Advantageous criteria[8]:

- Experience in Business Intelligence and/or Artificial Intelligence[9];
- Any professional certification in IT Security, especially CISSP, SANS SSAP or similar;
- Experience in working with or within other EU institutions.

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[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.

[6] These essential criteria will account for 70% of the total score attributed during the application screening stage. Each essential criterion may be assigned a different weighting. Please note only those candidates who meet all the essential criteria will be scored against the advantageous criteria.

[7] Please list the frameworks, tools used and/or job assignments carried out related to this criterion.

[8] The advantageous criteria will account for 30% of the total score attributed during the application screening stage. Each advantageous criterion may be assigned a different weighting.

[9] Please specify the tools used and/or job assignments carried out related to this criterion, for example business intelligence developer, AI engineer, data scientist, etc..

3.2.   ASSESSMENT AT INTERVIEW/WRITTEN TEST STAGE

The following will be assessed during either the interview and/or the written test:

- Motivation for the advertised position;
- Knowledge of Microsoft technologies, (Office365, Azure, Azure Stack, Server and Client Operating System);
- Knowledge in IT security;
- Knowledge in IT infrastructure, in particular, configuring and administering TCP/IP networks (Fortinet firewall, router, switch, Wi-Fi);
- Knowledge of Business Intelligence (Power BI);
- Knowledge of Artificial Intelligence (Co-pilot, Fabric);
- Ability to deliver high quality results with a high customer-service orientation;
- Ability to work well under pressure and to respond quickly to new demands;
- Analytical and problem-solving skills;
- Ability to work in a team;
- Very strong communication skills;
- Very good level of spoken and written English.

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 system[10] will be accepted.

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[10] The 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.

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.**

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: extended to 5 June 2024 (17:00 pm Budapest time)

5.STEPS OF THE SELECTION PROCEDURE

5.1.   ADMISSION TO THE SELECTION PROCEDURE

After the deadline for online registration, the selection board 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 3.1.

5.2.   INITIAL ASSESSMENT OF THE APPLICATIONS

The selection board will assess each eligible application according to the qualifications and professional experience 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 or it may take place online via video conferencing facilities. 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 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 board 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 board will propose a reserve list of suitable candidates for approval by the Appointing Authority. The adopted reserve list will be valid until **31 December 2024**.

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.

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 BOARD

A selection board will be appointed to carry out the evaluation of applications to this vacancy. Please note that the Selection Board'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 with the Conditions of employment of other servants of the European Communities. The EIT typically offers Temporary Agents a 5-year contract with the possibility of renewal. Any second renewal is for an indefinite period.

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 grade 13, 14, or 16 in function group FG IV, according to the length of their professional experience. The estimated **monthly net salary** for Contract Staff at the grades mentioned above, as at 01 July 2023 in Budapest[11], are:

Grade 13: € 2,913.77 (less than 5 years' experience)

Grade 14: € 3,118.34 (at least 5 years' experience)

Grade 16: € 3,896.98 (at least 17 years' experience)

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.

- Annual travel allowance: staff entitled to expatriation or foreign residence allowance are entitled 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 + €215.91.

- Allowance for a dependent child or person treated as such: €471.80 per child/person.

- Pre-school allowance: €115.26 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

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[11] This estimate already includes a correction coefficient of 86.7%, applicable to salary and allowances paid in Hungary. Deductions for the community tax and contributions for medical insurance, pension and unemployment insurance still need to be deducted in from the estimate. Salaries are exempted from national tax. The salary can be paid in euro or in the local currency: Hungarian Forint (HUF).

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 €320.12 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: €49.59 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: €40.00 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 jobholder 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[12].

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 (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, offices and agencies and on the free movement of such data (Official Journal of the European Union, L 295/39 of 21 November 2018). 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

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[12] Guide for applicants: https://eit.europa.eu/sites/default/files/eit_guide_for_applicants.pdf

Electronically signed on 14/05/2024 09:47 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121