Vacancy: Project Manager
Unit: Information and Communication Technologies
Reference: ECDC/AST/2017/ICT-PM

Applications are invited for the above Temporary Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

The jobholder will report to the Group Leader Project Management. He/she will be responsible for Project and Product management of IT solutions, as well as coordinating a portfolio of IT solutions.

He/She will be responsible in particular for the following areas of work:

- Ensure that all assigned projects and product maintenance are delivered on-time, within scope, quality and budget;
- Perform all duties expected of a project manager role, including: initiating, planning, managing execution, monitoring and closing projects;
- Procurement and contract management with external service providers;
- When required, take the role of the business analyst, e.g. analyse and document user needs, specify requirements, perform quality assurance or train users as required;
- Contribute to the ICT Unit's objectives and ECDC multiannual IT investment plan and strategy;
- Fulfil the role as focal point for an IT portfolio;
- Implement ICT quality processes and methodologies within all projects;
- Any other tasks related to his/her area of work as requested.

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A level of post-secondary education of at least three years attested by a diploma[1] and at least 6 years of professional experience[2] after that diploma; or a level of secondary education attested by a diploma giving access to post-secondary education and at least 9 years of professional experience after that diploma;

- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties[3];

- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;

- To be entitled to his or her full rights as a citizen[4];

- To have fulfilled any obligations imposed by the applicable laws on military service;

- Meet the character requirements for the duties involved; and

- Be physically fit to perform the duties linked to the post.

B. Selection criteria

To qualify for this post we have identified *essential criteria* with regard to *professional experience* and *personal characteristics/interpersonal skills*. These are:

Professional experience/knowledge:
- At least 3 years (following the award of the diploma) of professional experience acquired in positions relevant to the job description;

- A level of education, according to the formal requirements above, in a relevant field (e.g. Computer Science, Computer Engineering, or equivalent academic qualifications in the areas of Management, Engineering and/or Information Technologies);

- Experience in managing software development projects/ maintenance/ package customisation, including multiple phases of the software life cycle;

- Sound knowledge of project management methodologies and best practices, demonstrated by practical experience in IT projects;

- Experience in coordinating teams;

- Proven experience in managing contracts with external providers of software development and/or maintenance;

- Proven experience in business analysis;

- Excellent command of English, both written and spoken.

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[1] Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration

[2] Compulsory military service is always taken into consideration

[3] In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

[4] Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

Personal characteristics/interpersonal skills:

- Quality-driven, service-minded and results-orientated;
- Excellent communication and negotiation skills;
- Ability to plan ahead, foresee difficulties and propose mitigations when required;
- Ability to work under pressure;
- Ability to build collaborative relationships with clients and project team members.

We have also identified experiences and skills that are advantageous for this post. These are:

- Experience in procurement and/or contract management of IT services, particularly under EU regulatory framework;
- Formal certification/accreditation on internationally recognised methodology for Project Management (such as PM2, PMI, Prince2, or equivalent);
- Training and/or experience in applying IT industry methodologies and standards such as CMMI-Dev, ITIL, Scrum;
- Technical experience in coding of software or software architecture;
- Experience of working within an international and multicultural organisation.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates may be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a Temporary Agent, pursuant to article 2f) of the Conditions of Employment of Other Servants of the European Communities, for a period of five years which may be renewed. The appointment will be in grade **AST4**.

Applicants should note the requirement under the EU staff regulations for all new staff to complete successfully a probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

http://ecdc.europa.eu/en/aboutus/jobs/Documents/Staff_Regulations_2014.pdf

The place of employment will be Stockholm, where the Centre has its activities.

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply please send a completed application to Recruitment@ecdc.europa.eu clearly indicating the vacancy reference and your family name in the subject line of the email.

For your application to be valid you must complete all required sections of the application form, which should be submitted in Word or PDF format and preferably in English[5]. Any incomplete applications will be considered invalid.

The ECDC application form can be found on our website here:
http://ecdc.europa.eu/en/aboutus/jobs/Pages/JobOpportunities.aspx

The closing date for the submission of applications and further information regarding the status of this selection procedure, as well as important information regarding the recruitment process, is noted on our website and can be found using the above link.

Due to the large volume of applications received, only candidates selected for interviews will be notified.

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[5] This vacancy notice has been translated into all 24 official EU languages from its English original. As the language of day-to-day operations in the Agency is generally English, ECDC prefers to receive the application in English.