

## Vacancy Notice

for establishing a reserve list

# IT Project Governance Officer

---

**Reference** EPPO-2026-AD-004 | **Location** Luxembourg | **Full-time** | **Contract Type** Temporary Agent type 2(f)  
**Duration of contract** 3 years, with the possibility of renewal for an indefinite period  
**Function group & Grade** AD6 | **Selection** External, Internal & Inter-Agency  
**Minimum basic salary** EUR 6.961,29 (plus benefits and other applicable allowances)  
**EPPO title** Digital Services Officer  
**Deadline for applications** 24 August 2026, 23:59 CEST (Luxembourg time)

---

The [European Public Prosecutor's Office \(EPPO\)](#), the independent public prosecution office of the European Union, is seeking applications for the position of **IT Project Governance Officer**. The EPPO is a new and rapidly-growing EU body responsible for investigating, prosecuting and bringing to judgment crimes against the financial interests of the EU. If you are interested in being part of a dynamic multicultural organisation, check out [our website](#) where you will find more information about career opportunities at the EPPO, and living and working in Luxembourg.

## 1. THE ROLE

As a member of the **Digital Strategic Alignment (DSA)** team within the **Digital Services Unit**, the IT Project Governance Officer will play a key role in strengthening the Project Management Office and the associated IT finance and contract management processes. The role calls for strong organisational skills, excellent written communication and the ability to coordinate multiple stakeholders in a fast-moving digital environment. The successful candidate will be expected to draft high-quality policies, procedures and governance documents, and to bring structure and clarity to complex, cross-functional initiatives.

### The EPPO Digital Environment

The EPPO's digital environment covers two main domains:

1. **Operational:** the Case Management Ecosystem, the core business system used by European Prosecutors and case analysts throughout the entire case lifecycle (initiation, investigation, prosecution and closure).
2. **Administrative:** the supporting digital services, infrastructure and systems used daily by all EPPO staff.

### About the Digital Strategic Alignment (DSA) team

The DSA team ensures that the EPPO's digital initiatives are delivered in a consistent, transparent and value-driven way, aligned with the organisation's strategic goals. It centralises project management office activities (including finance and contract management) and safeguards compliance across the digital portfolio.

The team operates across two key domains:

1. **Policy, Compliance, Finance and Contract Management:** develops digital policies, ensures compliance with internal and external regulations, provides financial oversight, and centralises IT procurement within the Digital Services Unit to reinforce governance and optimise contract management.

2. **Digital Portfolio and Change Management:** aligns digital initiatives with the EPPO's strategic goals and digital governance through a structured project management office, supports programme/project coordination and change adoption, and monitors performance through defined KPIs.

## 2. RESPONSIBILITIES

Reporting to the Team Leader of the Digital Strategic Alignment (DSA) team, the IT Project Governance Officer will be responsible for:

- Design, document and maintain governance frameworks, processes and templates to ensure quality, consistency and transparency across the digital portfolio.
- Draft, review and maintain policies, procedures, guidelines and supporting documentation in clear, professional English.
- Develop dashboards aligned with defined objectives and KPIs to track and report on digital initiatives, and ensure compliance with governance standards and best practices.
- Support procurement and contract governance activities in compliance with EU financial regulations and EPPO internal rules.
- Contribute to IT budget planning and to the full financial lifecycle (commitments, monitoring and closure), in line with EU financial regulations and best practices.
- Coordinate with teams, suppliers and stakeholders to ensure that digital initiatives deliver their expected value and benefits.
- Provide secretariat and coordination support to governance bodies, including preparing agendas, minutes, briefing notes and follow-up actions.

## 3. BASIC ELIGIBILITY REQUIREMENTS

To be considered eligible, you must satisfy each of the following basic eligibility requirements by the application's closing date:

### GENERAL/COMMON REQUIREMENTS<sup>1</sup>

- Be a national of one of the Member States of the Union and enjoy full rights as its citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- produce the appropriate character references as to the suitability for the performance of your duties<sup>2</sup>;
- be physically fit to perform your duties<sup>3</sup>;
- produce evidence of a thorough knowledge (C1 level<sup>4</sup>) of one of the official languages of the EU<sup>5</sup> and of a satisfactory knowledge (B2 level) of another official language of the EU, to the extent necessary for the performance of your duties.

<sup>1</sup> Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

<sup>2</sup> If successful, prior to recruitment, the successful candidate will be asked to provide a formal certificate confirming the absence of any criminal record from pertinent authorities.

<sup>3</sup> Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centres to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

<sup>4</sup> Cf. Language levels of the Common European Framework of Reference for language skills:  
<https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>.

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

## EXTERNAL APPLICANTS

- Hold a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is **3 (three) years** or more, and, after having obtained the diploma, **at least 3 (three) years** of appropriate professional experience.

## INTERNAL APPLICANTS

- You are temporary staff 2(f) who, on the closing date for applications and on the day of appointment, is engaged within the EPPO in the function group and grade belonging to the grade indicated above (AD 6);
- be employed in a full-time job<sup>6</sup>;
- have completed the probationary period successfully.

## INTER-AGENCY APPLICANTS

- On the closing date for applications and on the day of filling the vacant post, be employed as temporary staff 2(f) within your agency or institution in a function group and grade corresponding to the published function group and grade (AD 6);
- have at least 2 (two) years' service within your current agency or institution before moving<sup>7</sup>;
- have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group.

## 4. SELECTION CRITERIA

**The following experience and competencies will be assessed throughout the different phases of the selection procedure.**

Please note: *All essential criteria are mandatory. Applications from candidates who do not fulfil all essential criteria will not be considered further. You must provide specific examples demonstrating how you meet both the essential and advantageous criteria in the application form.*

### Essential

- a) At least three (3) years of professional experience in a Project Management Office (PMO) environment, including activities related to finance, contract management and/or procurement, and other duties listed in the **Responsibilities** section above.
- b) Proven experience leading the delivery of large-scale programmes, portfolios or Scaled Agile projects, including project governance and coordination activities.
- c) Strong organisational skills, including demonstrated ability to plan, prioritise and coordinate multiple workstreams while managing competing priorities and deadlines.
- d) Excellent written communication skills, including demonstrated ability to produce clear, well-structured and professional documents (e.g. policies, procedures, governance frameworks, reports, meeting minutes, and dashboards).

<sup>6</sup> Note: the requirement is related to the post and not to the time arrangements (a staff member may work part-time but be employed on a full-time post).

<sup>7</sup> Any decision derogating from that principle shall be taken jointly by the two institutions/agencies concerned, having regard to the interest of the service of both agencies/institutions.

- e) Solid IT background, with a forward-looking attitude towards new technologies, digital transformation, and continuous improvement.
- f) Excellent knowledge of English, both written and spoken, at least at level C1. *English, being the working language of the EPPO, will be used during the selection process.*

### Advantageous

- a) Recognised project management certification (e.g. PM<sup>2</sup>, PRINCE2, PMP, and/or Scaled Agile / SAFe).
- b) Hands-on experience applying a formal risk management methodology.
- c) Practical experience with EU financial rules, processes and applications (e.g. ABAC, SUMMA, ARES).
- d) Experience with EU public procurement procedures (e.g. framework contracts, tender specifications, evaluation committees etc.).

## 5. YOUR SALARY AND BENEFITS

### EXTERNAL SELECTION

The selected candidate will be offered a contract as a Temporary agent type 2(f) according to the Conditions of Employment of Other Servants of the European Union (CEOS). This contract will initially be for a period of **three (3) years**, with the possibility of renewal for an indefinite period.

Upon commencing employment, the selected candidate will be placed at Step 1 or Step 2 of Function Group AD, Grade 6, depending on their professional experience. The current basic monthly salary for Function Group AD, Grade 6 (Step 1) is **EUR 6.961,29**.

### INTERNAL AND INTER-AGENCY SELECTION

The successful candidate will be selected from the reserve list based on operational requirements. For reasons related to the EPPO's operational needs, once the selected candidate receives an employment offer, they may be required to confirm acceptance within a short timeframe and be available to start the contract at short notice, as agreed with their current line manager.

The successful applicant will be assigned to the new post in accordance with the assignment decision, without an impact on their current contract (subject to any applicable amendment to the employment contract).

In addition to the basic salary, the following benefits might apply:

- Additional specific allowances (e.g. expatriation, household, dependent child, installation), depending on the individual's family situation and place of origin;
- Flexible work arrangements – hybrid work regime, such as flexible working hours, teleworking;
- Part-time work regime;
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service;
- Opportunities for management career development in the EU Public Service.

The salary is subject to a Community tax deducted at source, and staff members are exempt from national taxation. [Full details](#) of the remuneration package are laid down in Articles 62-70 and Annex VII Annex VII to the Staff Regulations of Officials of the European Union.

## 6. HOW TO APPLY

- 1. Download and fill in the EPPO Application form** – it can be found on our website: [https://www.eppo.europa.eu/careers/how-apply\\_en](https://www.eppo.europa.eu/careers/how-apply_en)
- 2. Save your completed form as follows:**  
SURNAME\_Name\_Reference number
- 3. Send the completed EPPO Application form, in PDF format, to our Talent Acquisition team:** [EPPO-RECRUITMENT@eppo.europa.eu](mailto:EPPO-RECRUITMENT@eppo.europa.eu) by **24 August 2026, 23:59 CEST**.
- 4. In the email subject line, please mention the reference of this vacancy, followed by your surname** (Subject: Reference number\_SURNAME)

Please note that the reserve list will be valid until **31/12/2027**, with the possibility of extension.