European Environment Agency

VACANCY NOTICE FOR POSITIONS OF

Expert - IT Project Management

- Contract Agent (FGIV)

Reference no. EEA/CA/2026/12

Please send us your application by no later than 10 November 2026 at midnight (Copenhagen time), following the instructions in the ***ANNEX***.

The European Environment Agency (EEA) is organising an open competition with a view to establishing a reserve list of experts to work in the field of IT project management within digital areas.

THE AGENCY:

The EEA is an Agency of the European Union (EU) and one of the decentralised Union bodies. The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment, through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

THE DIGITAL DEPARTMENT:

The Digital Department at the EEA leads on technology, data, and Earth observation services. It drives digitalisation across the EEA and Eionet, maximising the potential of digitalisation to achieve environmental, climate and sustainability goals, guided by the EEA Digital Capability Strategy 2025-2030. The department ensures reliable, effective, and secure technology services for partners and stakeholders, adapting software and information platforms to meet evolving needs. It manages data acquisition, integration, analysis, and dissemination infrastructure, delivering user-friendly services for diverse users and stakeholders. Additionally, the department oversees the aspects of the Copernicus Earth Observation programme entrusted to the EEA and enhancing its policy relevance and uptake. It further develops the EEA's digitalisation and innovation capabilities in support of the EEA-Eionet Strategy and leads on the European Topic Centre for Data Integration and Digitalisation (ETC DI).

JOB DESCRIPTION:

Under the responsibility of the Head of Unit 'Digital Transformation and Technology Services', reporting to the Head of Department 'Digital' (see the EEA's organisational chart), the Expert shall be

responsible for supporting the design, evolution and sustainability of digital reporting and data exchange platforms.

The EEA welcomes applications from candidates with diverse backgrounds and career paths. If you believe that your experience could contribute to this role, we encourage you to apply.

The successful candidate will lead the planning, coordinating and overseeing of the delivery of ICT and digital transformation projects, with a particular focus on the continued development of Reportnet 3 and the migration and phase-out of Reportnet 2, EEA's e-reporting platforms for environmental data.
The role ensures that project objectives, scope, milestones, risks, dependencies, resources and deliverables are clearly defined, monitored and followed up. The post-holder will coordinate internal teams, external contractors, business stakeholders and governance bodies to support timely, coherent and sustainable delivery of business-critical digital reporting services, in alignment with the product owner and the steering committee.

The role combines ICT project management, stakeholder coordination, supplier and contract follow-up, risk management, maintenance and operations management, reporting and delivery oversight. It supports the Agency in strengthening internal project ownership, maintaining business continuity and reducing dependency on external providers for the coordination of critical digital activities.

The post-holder shall be responsible for Reportnet or other digital transformation initiatives within the Digital Department, with responsibility for the planning, coordination and monitoring project delivery, follow-up and governance support and stakeholder engagement.
The post will contribute to strengthening the project and portfolio management competencies for the Digital department.

The initial focus of the role will be the continued development of Reportnet 3 and the migration of Reportnet 2 services and data. Over time, the post-holder may contribute to other digital projects and programmes, including digital platforms, infrastructure modernisation, cloud adoption, data services, workplace technologies, AI-enabled services and cybersecurity.

The role will focus on ensuring that project activities are planned and delivered in a structured manner, with clear scope, milestones, responsibilities, risks, dependencies, issues, changes and decision points. This includes coordinating work across internal product, technical, operational and business teams, as well as external contractors and stakeholders.

The Expert will work closely with developers, DevOps engineers, architects, testers, product owners, business representatives, procurement and contract management colleagues, and external partners.

The post-holder will support delivery planning, release coordination, transition activities, governance processes, supplier management and operational follow-up.

Through this post, the Agency aims to strengthen project delivery capabilities, improve coordination across digital initiatives, enhance knowledge retention and ensure that business and operational risks are proactively identified, escalated and mitigated.

This role offers the opportunity to lead high-profile digital projects with a clear public purpose, collaborate across technical and policy disciplines, and further develop expertise in project leadership, stakeholder engagement and digital transformation.

The position will entail the following tasks:

Project leadership and delivery management

- Coordinating ICT and digital transformation projects, with initial focus on Reportnet project activities;
- Defining, maintaining and monitoring project plans, milestones, dependencies, risks, issues, decisions, changes, deliverables and resource needs;
- Ensuring that project activities are delivered in line with agreed scope, priorities, timelines, quality expectations and operational constraints;
- Supporting timely escalation and resolution of risks, issues and dependencies affecting delivery, business continuity or service stability;
- Coordinating transition, handover and pass-over activities linked to contractor changes, procurement timelines or migration milestones.
- Coordinating and completing the migration from Reportnet 2 to Reportnet 3, while maintaining continuity of services.
- Supporting Reportnet 2’s retirement, ensuring data accessibility afterward if needed.

Digital project portfolio support

- Supporting the delivery of digital products, platforms, infrastructure and transformation initiatives across the Agency.
- Coordinating activities across technical, operational and business teams to ensure coherent project execution.

- Monitoring progress against agreed delivery plans and provide structured reporting to management and governance bodies.
- Supporting planning, prioritisation, testing, release and implementation activities where relevant.
- Contributing to continuous improvement of project management practices, reporting and delivery processes.

Communication, stakeholder engagement, supplier and contract coordination

- Coordinating internal and external stakeholders, including thematic experts, data reporters, policy colleagues, procurement, contractors and technical teams;
- Translating business needs, reporting requirements and delivery constraints into clear project plans, actions and follow-up points;
- Drafting tasks and deliverables in contracts to external stakeholders in cooperation with procurement;
- Supporting supplier coordination, contract follow-up and monitoring of contractor deliverables related to ICT and digital transformation projects;
- Facilitating meetings, workshops and governance discussions, ensuring that decisions, actions and responsibilities are recorded and followed up;
- Preparing concise briefings, presentations, status updates and decision papers that make complex technical information accessible to management, policy colleagues, data providers and other non-technical audiences;
- Building trusted working relationships and maintaining regular dialogue with internal and external stakeholders to understand needs, manage expectations and encourage participation;
- Facilitating workshops, demonstrations and feedback sessions, ensuring that diverse perspectives are heard and translated into clear actions, decisions or improvements;
- Communicating clearly on progress, risks, dependencies, issues and proposed solutions to both technical and non-technical audiences.

Governance, reporting and risk management

- Preparing and maintaining project documentation, including project plans, status reports, risk registers, issue logs, decision logs and action trackers;

- Supporting project and programme governance through structured reporting and escalation processes;
- Ensuring that project risks and dependencies are identified, assessed and managed appropriately;
- Implementing recognised project management approaches, including PM², Agile, Scrum or Agile@EC;
- Contributing to strengthening project management maturity and delivery capability across the Digital Department.

ELIGIBILITY CRITERIA:

Candidates applying must satisfy the following eligibility criteria on the closing date for the submission of applications:

1) a level of education which corresponds to completed university studies of at least three years attested by a diploma, OR where justified in the interest of the service, professional training of an equivalent level;
2) a minimum of 1 year of relevant professional experience after achieving the qualification set out above.

In addition, in order to be eligible a candidate must:

- Be a national of one of the member countries of the EEA (Member States of the European Union plus Iceland, Liechtenstein, Norway, Switzerland and Türkiye);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by law concerning military service;
- Have a thorough knowledge of one of the languages of the EEA member countries and a satisfactory knowledge of another of these languages (corresponding to level B.2 of the Common European Framework of Reference for languages CEFR);
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post.

Candidates should assess carefully and check before submitting their application whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

SELECTION CRITERIA:

(In your application, please provide examples from current or past work experience where these competencies have been applied)

Essential:

- University degree or equivalent in Information Technology, Computer Science, Information Systems, Engineering;
- Proven relevant professional experience managing complex ICT projects involving digital platforms or web services, data, infrastructure or cloud transformation;
- Proven experience coordinating technical and business stakeholders across multiple teams, including developers, suppliers or external contractors and translating business needs;
- Proven experience planning and managing the delivery of IT projects and preparing clear project documentation, and communication, including project scope, milestons, status reports, risk and issue logs, action trackers and decision records;
- Proven experience with PM², Agile, Scrum, Agile@EC or equivalent project management methodologies;
- Excellent command of written and spoken English language, at least at level C1 in all categories according to the Common European Framework of Reference for Language.

Advantageous:

- Proven experience with Reportnet, environmental reporting systems, regulatory reporting platforms or similar data-intensive services;
- Proven experience coordinating suppliers, contractor transitions and procurement-related project activities;

In addition to the requirements above, candidates invited to the written test and interview stage, will also be assessed against the following behavioural competencies:

- Excellent communication and interpersonal skills;
- Ability to work collaboratively and share expertise with others to deliver on common work goals;
- Proven ability to communicate effectively with both technical and non-technical stakeholders and to support timely escalation and decision-making.

- Diversity awareness and sensitivity;
- Attention to detail and ability to summarise complex information;
- Enthusiasm, adaptability and ability to remain effective when priorities or delivery needs change;
- Ability to organise work and prioritise tasks;
- Ability to seek out learning opportunities proactively.

EMPLOYMENT CONDITIONS:

The successful candidate will be offered a Contract Agent contract in accordance with Article 3a) of the Conditions of Employment of Other Servants of the European Union. The selected candidate will be employed for an initial time period of four years, renewable.

Successful candidates who are recruited undergo an initial probation period of 9 months.

Please note that recruitment is done in the first step of the grade within Function Group IV to which the successful candidate qualifies, depending on the duration of the acquired professional experience.

For information on salary, please see information published under Contract Agents.

The place of work will be Copenhagen, Denmark.

It is brought to the particular attention of candidates that the provisions of Articles 11 to 26 of the Staff Regulations, concerning the rights and obligations of officials, shall apply by analogy to Contract Agents. These rules specify that:

"An official shall carry out his duties and conduct himself solely with the interests of the Union in mind. He shall neither seek nor take instructions from any government, authority, organization or person outside his institution. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duty of loyalty to the Union.

An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.

Before recruiting an official, the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential

conflict of interest. In such cases, the appointing authority shall take this into account in a duly reasoned opinion. If necessary, the appointing authority shall take the measures referred to in Article 11a(2).”

For further information on the Staff Regulations and the Conditions of Employment of Other Servants of the European Union see: Staff Regulations

SELECTION PROCEDURE:

A Selection Committee is set up for the selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The Selection Committee is bound by the principle of confidentiality as enshrined in Article 6 of Annex III to the Staff Regulations. This works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are eligible. Candidates admitted to a previous selection procedure will not automatically be eligible. **Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.**

In a spirit of transparency, and in order to align our working methods with current practice in certain Member States, the administration has decided to proceed with the publication of names of Selection Committee members.

Should the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure, the candidate will be disqualified.

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified under eligibility criteria. The applications of the candidates admitted to the selection procedure are reviewed to establish whether or not they show evidence of all requirements as specified under selection criteria.

The Selection Committee will invite to the interview and to the written test phase the best qualified candidates (maximum of 8). Should the case arise that there are various candidates scoring the same number of points in the 8th ranking, the number of candidates to be invited may be increased accordingly to accommodate this.

The interview will be held in English and the candidate’s knowledge of other languages will also be assessed during the interview. Candidates invited for an interview will be

asked to undergo a written test in English, in the area of expertise required for the post. The test and the interview will take place online.

At the end of the interviews the Selection Committee will submit the list of suitable candidates to the Appointing Authority who will decide on the establishment of a reserve list for the post advertised or similar posts that may become available and on the appointment of the successful candidate. For that matter, a follow-up recruitment interview conducted by the Appointing Authority with the suitable candidates may be organised, if deemed appropriate. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

For information regarding requests, complaints and appeals, please refer to the instructions in the ***ANNEX***.

The reserve list for this post will be valid until **31 December 2027** and may be extended at the discretion of the Appointing Authority.

Prior to contract signature, the successful candidate will be asked:

- to provide original or certified copies of all relevant documents proving his/her eligibility, including a police certificate confirming the absence of any criminal record;
- to undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved.