



Ref.: 2025-07-LD-26 AB-pa

Brussels, 23 July 2025

**FOR THE ATTENTION OF THE HEADS OF DELEGATION OF THE BOARD OF GOVERNORS OF THE EUROPEAN SCHOOLS**

**Subject: Vacancy of the post of Head of Unit ICT and Statistics in the Office of the Secretary-General of the European Schools (OSGES) as of 1<sup>st</sup> January 2026**

Dear Madam,  
Dear Sir,

The post of **Head of Unit ICT and Statistics** in the OSGES in Brussels will be vacant as of 1<sup>st</sup> January 2026.

The post is foreseen for seconded staff members, to be appointed by decision of the Secretary-General. All Member States, as well as the European Commission, can put forward candidates.

The job description, providing further details about the post, is attached to this letter.

I am therefore writing to invite national delegations of the Board of Governors as well as the European Commission to advertise the aforementioned post, if they wish to propose candidates, and to forward suitable applications to the Secretary-General.

The candidates' file must consist of a cover letter and Curriculum vitae **in English** (in **Europass format**) and contain the following information:

- date of birth
- educational background and qualifications
- professional experience

- knowledge of languages (to be documented and assessed on the basis of the [Common European Framework of Reference for Languages self-assessment grid produced by the Council of Europe](#))
- special abilities, skills and achievements

Official documents that **must be attached to the Curriculum Vitae** are the following:

- copies of diplomas, certificates, and other evidence of formal qualifications
- an official document testifying that the candidate has no criminal convictions which would be incompatible with the post
- a medical certificate attesting to the candidate's physical capacity to perform the function

Candidates should send their applications to their own delegation in the first place, and not directly to the Secretary-General.

Those delegations proposing candidates are asked also to confirm that:

- they would be willing to second the successful candidate for a minimum of three years and
- that they would be willing to continue to pay the national salary for the period of the appointment.

I should be grateful to receive your applications no later than **30 September 2025**. If you require any further information, please let me know.

Yours faithfully,



Andreas BECKMANN  
Secretary-General of the European Schools

cc    Members of the Joint Board of Inspectors  
      Members of the Budgetary Committee  
      Directors of the European Schools

**Head of Unit 'ICT and STATISTICS'**  
**OFFICE OF THE SECRETARY-GENERAL OF THE EUROPEAN SCHOOLS**  
**IN BRUSSELS**

**JOB DESCRIPTION**

**Required profile:**

- Bachelor's degree in Information Technology, Computer Science, Engineering, or a related field. A Master's degree is preferred.
- Minimum 5 years of experience in IT leadership roles, ideally within the public sector, education, or international organisations.
- Experience in IT governance, IT service management, and enterprise architecture.
- Strong managerial and leadership skills. Proven ability to lead multidisciplinary teams and manage complex ICT environments.
- Strong sense of trust and collaboration, ability to prioritize and delegate.
- Strong strategic thinking, capacity to understand the needs of the service and to provide adapted solutions.
- Strong communication skills, stakeholder engagement, and change management skills.
- Familiarity with EU regulatory frameworks, including GDPR AI Act and NIS2 Directive.
- Language skills:
  - o Proficient user of English, minimum level C1 according to the [Common European Framework of Reference for Languages](#).
  - o Proficient user of French or another official language of the EU.

**Assets:**

- Experience in project management
- Experience in establishing and implementing budgets
- Experience in managing cyber security
- Experience in supporting digital education and e-learning platforms
- Compliance expertise, understanding legal, privacy (GDPR) and regulatory requirements
- Certifications such as ITIL, COBIT, TOGAF, CISSP, or equivalent
- Understanding of enterprise systems (ERP, CRM), cloud platforms, and data architecture

## **Duties and responsibilities:**

The Head of Unit 'IT and Statistics' is in charge of the IT Infrastructure, the IT Services and the Administrative Network of the Office of the Secretary-General of the European Schools (OSGES), and coordinates - in close cooperation with the Secretary-General and the ICT Steering Group - the IT policies of the European Schools. The Head of Unit is responsible for managing and coordinating the Information and Cyber security at the European Schools.

Under the supervision of the Secretary-General, the Head of Unit is responsible for establishing and leading the enterprise-wide technology and digital strategy of the European Schools.

The Head of Unit manages the ICT and Statistics Unit currently composed of 16 staff members and organised in different areas of specialisation and a project support team.

## **The main tasks are the following:**

- Develop and implement an IT Strategy for the European Schools.
- Lead a robust IT infrastructure in the OSGES and the European Schools with the support of the team leaders.
- Plan the ICT Budget for the OSGES.
- Define together with the Directors the priorities within the ICT budget of the schools.
- Manage in cooperation with the Accountancy Unit framework contracts for the acquisition of goods and services related to ICT.
- Ensure, in cooperation with the Data Protection Officer of the OSGES, the GDPR compliance of data processing activities.
- Support the different Units at the OSGES and the relevant entities of the European Schools in the implementation of the 'Digital Vision' of the European Schools.
- Plan and ensure IT trainings for the administrative ICT staff of the OSGES and the European Schools.
- Chair the IT Steering Group and lead cross-functional ICT coordination.
- Provide cybersecurity leadership: ensure strong information and cybersecurity frameworks and practices.
- Plan and ensure the implementation of IT governance structures, policies, and performance monitoring systems.
- Initiate and lead digital transformation and modernization projects across legacy systems and platforms.
- Ensure data governance: data quality, integration, and accessibility across the organisation.

## Conditions of service

The conditions of employment are determined by the [Service Regulations for Members of the Seconded Staff of the European Schools](#). The initial basic monthly salary would be € 7.045,46 up to € 8.481,49 (scale 2), rising in two-yearly steps to a maximum of € 9.899,38. Family and other allowances are payable in addition on broadly the same basis as for officials of the EU.

The post-holder will be seconded and will continue to receive his or her national salary, which will be deducted from the above amounts. An adjustment to the European salary will be made, either by addition or deduction, so that the total net salary will be in line with the tax rates applicable to EU officials. A deduction is made equivalent to the “special levy” payable by EU officials.

Following the satisfactory completion of an initial probationary period of one year, the appointment may be confirmed on either a fixed-term or a permanent basis.

The post is based in Brussels. Relocation expenses are payable.

## Application procedure

Applications should be **addressed to the relevant seconding authorities in the first place** who will forward them, if suitable, to the Secretary-General of the European Schools using the following e-mail address: [OSG-SELECTIONS-MANAGEMENT@eursc.eu](mailto:OSG-SELECTIONS-MANAGEMENT@eursc.eu).

Candidates should **not** apply direct to the Secretary-General.

The seconding authorities will fix the closing date by which they must receive applications from candidates. The closing date by which the seconding authorities must forward applications to the Secretary-General is **30 September 2025**.

## Further information

Further information can be obtained from the Head of the HR Unit, Ms Carmen BERMÚDEZ; [OSG-HEAD-HUMAN-RESOURCES@eursc.eu](mailto:OSG-HEAD-HUMAN-RESOURCES@eursc.eu).