



Programme Officer in the European High Performance Computing Joint Undertaking (EuroHPC JU)

Job title: Programme Officer

Where: Luxembourg

Grade: AD6

Contract type: Temporary Agent 2f

Reference: EuroHPC/2025/02

Application deadline: 17/04/2025

1. WHO WE ARE

The European High Performance Computing Joint Undertaking (EuroHPC JU) was established in 2018¹. Its mandate was further extended in 2021 and 2024².

The EuroHPC JU aims to:

- develop, deploy, extend and maintain in the EU a world-leading federated, secure and hyper-connected supercomputing, quantum computing, service and data infrastructure ecosystem;
- support the development and uptake of demand-oriented and user-driven innovative and competitive supercomputing system based on a supply chain that will ensure components, technologies and knowledge limiting the risk of disruptions and the development of a wide range of applications optimised for these systems;
- widen the use of that supercomputing infrastructure to a large number of public and private users and support the development of key HPC skills for European science and industry.
- develop and operate AI Factories located around EuroHPC supercomputing facilities to support the growth of a highly competitive and innovative AI ecosystem in Europe.

¹ [Council Regulation \(EU\) 2018/1488 of 28 September 2018 establishing the European High Performance Computing Joint Undertaking](#)

² [Council Regulation \(EU\) 2021/1173](#) and [Council Regulation \(EU\) 2024/1732](#)

Members of the Joint Undertaking are the European Union represented by the Commission, Member States and Associated Countries to the Framework Programme Horizon 2020, and the three private associations European Technology Platform for High Performance Computing (ETP4HPC) Association and the Big Data Value Association (BDVA/DAIRO) and the European Quantum Industry Consortium (QUIC).

The EuroHPC Joint Undertaking is located in Luxembourg.

For further information, please consult the following website: <https://eurohpc-ju.europa.eu/ju.europa.eu> or send your question to the Functional Mailbox recruitment@eurohpc-ju.europa.eu, quoting the post reference code **EuroHPC/2025/02** and your family name.

2. THE POSITION

We offer a position of Programme Officer in the Research and Innovation (R&I) or Infrastructure Unit.

Depending on the area of activity (R&I or Infrastructure), the Programme Officer will organise and will be involved in the implementation of public procurements and/or grants (publication, opening, selection of experts, evaluation, logistics etc.), monitor the allocation of supercomputer access times, manage the selection process, monitor the execution of associated contracts and grant agreements, and ensure compliance with the prevailing rules and regulations.

The Programme Officer will focus on the management, monitoring and reporting of grants and infrastructure projects, in particular in the context of the JU's efforts to establish a European Artificial Intelligence (AI) and HPC application innovation ecosystem centred around a state-of-the-art infrastructure, including AI optimized supercomputers as part of European AI Factories, hosted by supercomputing centres in the Union.

The activities in the field of R&I will cover primarily the management of grants and procurements for research, development, innovation and related support services in one or several of the following areas of HPC:

- HPC applications, for example software development and R&I for HPC application software to support the uptake of new developments and innovations in industrial and scientific use cases,
- Artificial intelligence, for example the development of large-scale AI models and their integration in end-to-end solutions, HPC-AI system benchmarking and adoption of AI capabilities in other areas of HPC software,
- Services and initiatives to further develop the HPC and AI innovation ecosystem, for example training, support and networking activities, coordination with other actions, provisioning of software environments and applications for different user communities, dedicated activities to address the specific needs of SMEs, development of talents through education programmes and collaborations with relevant actors and initiatives.

The Programme Officers may also contribute to other initiatives in the Joint Undertaking's R&I portfolio, such as international cooperation, technology, quantum computing, training and education, which are part of the EuroHPC JU's mission and objectives.

The activities in the field of Infrastructure will focus on the following areas:

- Selection and monitoring of EuroHPC Hosting Entities (including AI factories),
- procurement of HPC systems, AI optimised systems and relevant services,
- Evaluation, management, monitoring and reporting of infrastructure calls and activities.

The Programme Officers' responsibilities include:

- Contribute to the Annual Work Plan (input to the topics for the calls for proposals) and to the revision of the Multi-Annual Work Plan;
- Participate in the process for the calls for proposals, in particular at the evaluation and selection phase by coordinating the panels of experts (evaluators);
- Participate in the process for calls for tenders for supercomputing systems, in particular in the drafting of tender documents, launching and monitoring of tendering process, evaluation of proposals, awarding and contracting;
- Participation in the Calls for Expression of Interest for the selection of Hosting Entities and Artificial Intelligence Factories, in particular in the call preparation and evaluation phases;
- Prepare the Grant Agreements for the selected projects in close cooperation with the financial and legal administrative staff;
- Take the measures needed to assess the progress made by the projects in their portfolio towards achieving their objectives;
- Monitor and assess the fulfilment by the beneficiaries of their contractual obligations, including administrative and financial aspects, in close cooperation with the financial Officers and with the assistance when needed, of external experts;
- Monitor the overall performance of the projects within the area he/she is in charge of, which includes travelling to attend project meetings;
- Report on review and evaluation activities relating to the projects in his/her responsibility and prepare input to the Annual Activity Report, including Key Performance Indicators data, and portfolio analysis;
- Ensure timely and adequate communication of results of projects of which he/she is responsible and contribute to the EuroHPC Communication Plan;
- Represent EuroHPC at meetings and events;
- Contribute and support the development of events (e.g. EuroHPC Summit);
- Undertake additional tasks as required in the interest of the service.

3. WE OFFER

WE OFFER ATTRACTIVE WORKING CONDITIONS, INCLUDING:

- Interesting and challenging positions with many opportunities for training and acquiring new skills and competencies throughout your whole career;
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive healthcare, accident and pension schemes;
- A multilingual, multicultural workplace where personal and professional development are strongly promoted;
- Working on topics that are high on the EU political agenda;
- Multilingual schools for your children.

4. WE LOOK FOR

This publication aims to fill 2 positions (one focusing on Research and Innovation activities and one focusing on the Infrastructure activities).

4.1 ELIGIBILITY CRITERIA

Our rules provide that you can only be recruited as a Temporary agent at EuroHPC JU if you meet the eligibility criteria indicated below.

You must meet the following eligibility criteria when you validate your application:

- Be national of one of the Member States of the EU, Iceland, Lichtenstein or Norway and enjoy full rights as citizens.
- Degree³:
 - a level of education which corresponds to completed university studies of at least three years attested by a diploma;
- Produce evidence of a thorough knowledge (minimum level C1) of one of the languages of the European Union, preferably English, French or German, and a satisfactory (minimum level B2) knowledge of another language of the European Union to the extent necessary for the performance of his/her duties⁴.
- Produce the appropriate character references as to their suitability for the performance of duties of the post.⁵
- Have fulfilled any obligations imposed by applicable laws concerning military service.
- Be physically fit to perform the duties linked to the post.⁶

4.2 SELECTION CRITERIA

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria.

Successful candidates should have:

4.2.1 Essential qualifications and experience

- 3 years of professional experience⁷ in positions with tasks closely related to the ones described in section 2, above, including at least 2 years of professional experience in project management,
- Proven experience in managing complex projects (financial, technical and/or legal aspects),

³ Only diplomas that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. 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.

⁴ For details on language levels, please see the Common European Framework of Reference for Languages ([Common European Framework of Reference for Language skills | Europass](#)).

⁵ Prior to the appointment, the successful candidate will be requested to provide an official document issued by the competent authority attesting the absence of any criminal record.

⁶ Before the appointment, the candidate shall be medically examined in line with the requirement of Article 12(2)(d) of the Conditions of employment of other servants of the European Communities.

⁷ Professional experience is counted only from the date the candidate acquired the minimum qualifications required for being eligible as provided in Section 4.1. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account.

- Strong drafting and presentation skills in English, both orally and in writing (C1 level or higher⁸).

Failure to comply with the eligibility and essential qualifications and experience will result in a disqualification of the candidate concerned.

4.2.2 Advantageous qualifications and experience

- A university degree in a technical domain relevant for the post and/or professional experience in industrial R&D in a technical domain relevant for the post;
- Broad knowledge of the European research communities and ecosystem in the relevant fields including academic, applied and industrial research;
- Experience with research and innovation funding programmes at the national and international level as well as the European Union research programmes (e.g. H2020/Horizon Europe, DEP, CEF etc);
- Experience with public procurement processes;
- Practical experience/knowledge Experience with grants/procurement management tools (e.g. SYGMA, COMPASS, CORDA etc.);
- Working experience in the operation of high-performance computing systems, e.g. in data centres.

4.2.3 Behavioural competencies

Candidates invited for an interview and written test will also be assessed against the following criteria, which are essential to the post:

- Motivation;
- Good analytical ability, problem-solving, and organisational skills;
- Open and positive attitude;
- Strong analytical skills to evaluate complex technical and scientific information;
- Excellent organizational skills and ability to appreciate and follow priorities;
- Excellent interpersonal skills with an ability to interact and communicate at all levels inside and outside the organization;
- Ability to work under pressure and respect tight deadlines;
- Sense of initiative and team spirit.

For each of the selection criteria listed above, candidates are invited to (briefly) explain in their motivation letter and application in which position, activities and responsibilities they acquired their skills.

5. INDEPENDENCE AND DECLARATION OF INTERESTS

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests which might

⁸ Please refer to the Common European Framework of Reference for Languages.

be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

6. EQUAL OPPORTUNITIES

The EuroHPC JU, as a Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations⁹.

7. HOW TO APPLY

Candidates must apply through the EU CV Online system via this link:

[EU CV online](#)

Before applying, candidates should carefully check whether they meet all the eligibility criteria.

To be able to apply online via the EU CV online database, candidates must first create an account or sign into an existing account. If not done already, candidates must first fill in the electronic CV, write the motivation letter and apply to the call for expressions of interest.

Applications shall be made in English to be considered.

It is the sole responsibility of each applicant to complete ALL relevant fields of the online application and to submit it before the deadline for submission.

All technical questions concerning EU CV online must be sent through the Contact page of EU CV online.

It is strongly advised not to wait until the last few days before the deadline for applying, since heavy internet traffic or connection difficulties could lead to problems.

Once the deadline has passed, candidates will no longer be able to register.

No supporting documents are required at this stage – these will be required at a later stage.

On completion of the online registration, candidates will receive on screen a registration number, which they must note. This will be the reference number of the candidate in all matters concerning his/her application. If the candidate does not receive a number, the application has not been registered.

After a correct submission of an application, candidates will receive an automated acknowledgement of receipt of their application to the email account indicated in their application. It is the candidate's responsibility to verify that he/she provided the correct e-mail address.

Candidates are invited to indicate any special arrangements that may be required if invited to attend the interview and written test.

If the candidate requires more information, he/she will have to send an e-mail to recruitment@eurohpc-ju.europa.eu

The application will be rejected if it is incomplete.

⁹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

In order to facilitate the selection process, all communication to candidates concerning this vacancy will be in English.

Applications must be submitted via the EU CV online no later than 23.45 (CET Luxembourg time) on 17/04/2025.

The closing date may be prolonged.

ANNEX

1. Selection procedure

Applications must be complete and validly submitted by the closing date for applications as specified in section 7. Applications that do not meet the above eligibility and essential criteria will be rejected.

If, at any stage in the procedure, it is established that the information application is incorrect, the applicant will be disqualified from the selection procedure.

A Selection Committee is nominated by the Appointing Authority of the EuroHPC JU. Each application is checked to verify whether the candidate meets the eligibility criteria.

All the eligible applications are evaluated by the Selection Committee based on the elements of the application and having regard to the Vacancy Notice. The quality of information given by the candidate in their application is of utmost importance.

After the screening of the applications, the Selection Committee will draw up a shortlist of candidates who correspond best to the profile sought. On this basis, shortlisted candidates will be invited to an interview with the Selection Committee, which will be complemented by a written test.

The interview and written test aim to assess:

- the candidate's skills and experience with reference to the job description (see section 2);
- the candidate's motivation and match of the profile with the post (see section 4.2);
- the candidate's knowledge of the field in which the Joint Undertaking operates;
- the candidate's general aptitudes and language abilities as necessary for the performance of their duties.

Applicants invited to an interview and written test will receive an email invitation, with the date, time and location of the interview and test. During the interview and written test, the Selection Committee will examine each candidate's profile and will assess their relevancy to the post against the criteria defined in Section 4.2 above. The minimum threshold to pass the interview and written test is 70% of the total points. The outcome of the written test will count for 40% of the final score and the interview for 60%.

As English is the working language of the EuroHPC JU, the interviews and the written tests are conducted in English.

The Executive Director of the EuroHPC JU may decide to interview the candidates before the possible establishment of the reserve list and/or appointment.

After the interviews and written tests, the Selection Committee will establish a shortlist of suitable candidates, to be approved by the Executive Director.

2. Appointment and reserve list

The Executive Director will select from the reserve list the successful candidate and offer the post.

A binding commitment can only be made after the verification of all conditions and will take the form of a contract signed by the Executive Director.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience etc.) should not be sent at this stage but must be submitted at a later stage of the procedure if requested. EuroHPC JU has the right to disqualify applicants who fail to submit all the required documents.

A reserve list may be created and may be used in order to fill vacant positions at the EuroHPC JU. It will be valid until 31 December 2025 and may be extended at the discretion of the Appointing Authority of the EuroHPC JU.

Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

Candidates are reminded that the Selection Committees' work is confidential. It is forbidden for candidates to make direct or indirect contact with their members or to ask anybody else to do so on their behalf.

3. Conditions of employment

The successful candidate will be appointed by the Executive Director of the EuroHPC JU as a temporary agent 2(f) (AD6) for a period of three years. The successful candidate will be asked to perform nine months of probationary period.

Subject to budget availability, after an evaluation of the post holder's performance and the needs of the service the contract may be renewed not more than once for a fixed period. Any further renewal will be for an indefinite period¹⁰. The period of engagement will not in any case exceed the lifetime of the EuroHPC JU.

The classification in step will be done in accordance with the JU's general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement and will depend on the assessment of the qualification and professional experience of the selected candidate¹¹. At the request of EuroHPC JU, the selected candidates will have to evidence with supporting documents the information contained in their application.

Remuneration will be based on the Union scale of salaries. Pay is subject to Union tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

The pay of staff members consists of a basic salary supplemented with specific allowances, including expatriation or family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants available at the following address: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

¹⁰ In line with provisions of art. 8 of the Conditions of employment of other servants of the European Union.

¹¹ Decision of the Governing Board of the EuroHPC Joint Undertaking No 18/2019 on the application by analogy of the Implementing Rules of the Staff Regulations adopted by the Commission, in specific, Commission decision C(2013) 8970 of 16/12/2013 on Classification.

The place of employment is Luxembourg, where the JU premises are located. Flexible hybrid working arrangements, within EU rules, combining on a weekly basis, presence at the office and teleworking are currently in place at the JU.

4. Review and appeal procedure

A candidate who feels that he/she has been treated incorrectly may ask to have his/her application reconsidered by sending, within 20 calendar days of the date of notification, a request for review via email to: recruitment@eurohpc-ju.europa.eu. The candidate should quote the number of the selection procedure concerned and address the request to the Chairperson of the Selection Board.

The Selection Board will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

If the candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities (CEOS), at the following address:

**Executive Director
European High Performance Computing Joint Undertaking (EuroHPC JU)**

Drosbach building – Wing E

12E rue Guillaume Kroll

L-2920 Luxembourg

The complaint must be lodged within 3 months counting from the notification of the decision you wish to contest.

If the complaint is rejected the candidate may bring a case under Article 270 of the Treaty on the functioning of the European Union and Article 91 of the Staff Regulations and the CEOS before the European Union Civil Service Tribunal .

The Appointing Authority does not have the power to amend the assessment decisions of the Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Boards is not subject to review by the Court unless rules which govern the proceedings of the Selection Board have been infringed.

It is also possible to complain to the European Ombudsman:

European Ombudsman

1 avenue du Président Robert Schuman - BP 403

F-67001 Strasbourg Cedex

Complaints made to the Ombudsman have no suspense effect on the period laid down in the Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty.

5. Protection of personal data

The EuroHPC JU will ensure the candidates' personal data is processed as required by Regulation (EC) No 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. This applies in particular to the confidentiality and security of such data (Official Journal of the European Community L295 of 21.11.2018). Please note that EuroHPC JU will not return applications to applicants.

For more explanations on data protection, please see the [privacy statement](#).

