EuroHPC JU Vacancy Notice EuroHPC/2025/05
Project Coordination Officer

Job title	Project Coordination Officer
Location	Luxembourg
Grade	FGIV
Contract type	Contract Agent 3a
Reference	EuroHPC/2025/05
Application deadline	07/01/2026

1. WHO WE ARE

The European High Performance Computing Joint Undertaking (EuroHPC JU) was established in 2018[1]. Its mandate was further extended in 2021 and 2024[2].

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.

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).

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[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

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/2025/05** and your family name.

2.   THE POSITION

The Project Coordination Officer (PCO) will support the EuroHPC JU with the implementation of its operations. The PCO will work closely with the Project Officers/Managers and Financial Officers to support the effective administration and monitoring of grants and procurements in the HPC areas of training and skills, applications, technology, international cooperation, and infrastructure. The EuroHPC JU operations are implemented by two units, the Research & Innovation (R&I) Unit and the Infrastructure Unit.

The activities managed by these units cover, for example:

- HPC applications: 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: 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 PCOs 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.

Candidates should indicate their preferred Unit (R&I or Infrastructure) in their application.

The general activities of the operational units include:

Experts Management

- Manage external experts, including communication with them, preparation of forms and documentation, contracting and payments, monitoring of attendance records and preparation of reports;
- Provide guidance and administrative support to experts on rules of procedure, reimbursement, peer-review workflows, and use of IT platforms;
- Provide support for scheduling and organising virtual and on-site meetings such as evaluations, peer-review panels and project reviews, including logistical and operational arrangements.

Meetings and events organisation

- Organise virtual and on-site meetings, such as evaluations, project reviews, peer-review meetings, meetings of the JU's Advisory Board, workshops, consultations etc.,
- Coordinate and support Programme Officers/Managers in external meetings and events.

- Provide quality statistical analysis and reports of calls' and projects' data, as a contribution to the project monitoring, quality control and evaluation;
- Prepare information for the EUROHPC JU stakeholders (Governing Board, Advisory Groups, partner DG at the European Commission etc.);
- Contribute to the planning and reporting documents such as the Annual Work Programme, and the Consolidated Annual Activity Report;

Ex-post audit and internal control

- Gather, process and provide information in the context of the internal control, risk assessment, quality control, performance management and audit.

Communication

- Disseminate best practices and present the programmes and projects facilitate exchange of experiences and participate in the design, writing, production and editing of documents, reports, and power points;
- Manage relevant functional mailboxes and ensure visibility of the calls for tenders and call for proposals;
- Support the Communication sector via contributions to presentations, articles, social media, speaking points, conference papers.

Other

- Act as Operational Initiating Agent for all financial and contractual files assigned to the staff member by the hierarchy;
- Perform other project-related tasks, as assigned.

Activities specific to the post in the Infrastructure Unit (Peer review Sector):

The mission of the Peer review sector is to define and implement a fair and transparent Access Policy and resource allocation process; to maximise the exploitation of EuroHPC JU supercomputers by the EU academic and scientific community, industry, AI dedicated users, and the public sector.

Examples for tasks of the PCO are:

- Support to the implementation of the EuroHPC JU Access Policy
- Contribute to the Peer-review team activities, including evaluation, management, monitoring and reporting of EuroHPC JU system access calls.

Project Support and coordination

- Contribute to the launch and monitoring of access calls;
- Support Programme Officers/Managers and the Head of Sector in the preparation of notifications to successful and unsuccessful applicants;
- Ensure proper administrative and technical implementation, in the management of peer-review workflows (eligibility checks, reviewer allocation, panel consolidation, follow-up of evaluation outcomes);
- Manage contracts, monitor contract ceilings and expiry/renewal dates;
- Project management support and coordination of activities;
- Feed and manage IT tools, including the peer-review portals and relevant EuroHPC JU websites;
- Contribute to the documentation of the operational processes and procedures.

- Prepare statistical summaries and reports on peer-review outcomes, reviewer participation, evaluation timelines and call performance indicators;
- Draft reports, briefing materials, statistics and meeting minutes.

Activities specific to the post in the R&I Unit:

The scope of R&I actions address: technology development; advancement of HPC applications ensuring their relevance, efficiency, and widespread uptake in different sectors; educational and training initiatives; international cooperation by implementation of relevant parts of EU Digital Partnerships; the uptake of HPC technologies by the wider European R&I ecosystem; integration of quantum systems into the European HPC landscape.

The mission is implemented through strategic programmes funded under the Horizon Europe and DEP framework programmes.

Examples for tasks of the PCO are :

- Working closely together in a team of PCOs to support the unit in monitoring and implementing operations;
- Providing back office support to the unit in close collaboration with the competent corporate support teams, for example related to IT workflows, quality control, risk management, audits and reporting;
- Developing templates, forms and guidelines to improve the quality and efficiency of the work across the unit;
- Managing documents and information produced by the unit;
- Coordinating and further developing processes related to horizontal collaboration with other teams in the organisation;
- Overseeing the implementation of contracts, legal and financial obligations within the responsibility of the R&I unit;
- Communicating and negotiating effectively both internally and externally in line with the priorities of the R&I unit.

3.   WE LOOK FOR

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

3.1 ELIGIBILITY CRITERIA

For candidates to be eligible they need to fulfil the following criteria by the deadline for applications:

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

- Be a national of one of the EU Member States, Iceland, Lichtenstein or Norway and enjoy full rights as citizens.
- Degree[3]:
    - 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 duties[4].
- 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]

3.2 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:

3.2.1 Essential qualifications and experience

- At least 3 years of professional experience[7] in the areas listed in tasks under point 2 above;
- Strong drafting and presentation skills in English, both orally and in writing (C1 level or higher[8]).

Only candidates who comply with the eligibility and with the essential qualifications and experience will be considered.

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[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 3. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account.
[8] Please refer to the Common European Framework of Reference for Languages.

3.2.2 Advantageous qualifications and experience

- Experience in data analytics and data management, including competences in processing, analysing and presenting data for the purposes of statistics and reporting;
- Experience in managing EU funded projects or EU procurement or grants procedures in the area of research and technology;
- Experience in organising or supporting scientific or technical peer-review processes, evaluation panels or expert assessments;
- Experience in managing experts (communication, contracting, payments, IT platforms etc.)

3.2.3 Behavioural competencies

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

- Motivation to join the EuroHPC JU team;
- Strong ethics and integrity;
- Sense of initiative and team spirit;
- Constructive, positive and service-oriented attitude;
- Excellent planning and organisational skills;
- Excellent interpersonal skills with an ability to interact and communicate at all levels inside and outside the organisation;
- Ability to work under pressure and respect tight deadlines;
- Attention to detail.

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 or demonstrated their skills.

4. WHAT 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.

5. 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.

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

CLOSING DATE

Applications must be submitted via the EU CV online no later than 23.45 (CET Luxembourg time) on 07/01/2026.

The closing date may be prolonged.

6. SELECTION PROCEDURE

Applications must be complete and validly submitted by the closing date for applications as specified in section 5. 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 will be screened by the Selection Committee based on the elements provided in the application and having regard to the Vacancy Notice. Therefore, The quality of information given by the candidate in their application is of utmost importance.

After that, the Selection Committee will draw up a shortlist of candidates who best correspond to the profile. 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 (see section 3.2):

- skills and experience with reference to the job description (see section 2);
- motivation and match of the profile with the post;
- the candidate's behavioural competencies and language skills.

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 3.2 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.

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.

7. APPOINTMENT AND RESERVE LIST

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

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 2026 and may be extended at the discretion of the Appointing Authority of the EuroHPC JU.

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 when requested. EuroHPC JU has the right to disqualify applicants who fail to submit all the required documents or if, at any stage in the procedure, it is established that the information application is incorrect.

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

8.   CONDITIONS OF EMPLOYMENT

The successful candidate will be appointed by the Executive Director of the EuroHPC JU as a contract agent, pursuant to article 3a) of the Conditions of Employment of Other Servants of the European Union for an initial 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 period[9]. The period of engagement will not in any case exceed the lifetime of the EuroHPC JU.

The appointment will be in **Function Group IV**. The classification in the grade will be done in accordance with EuroHPC's general implementing provisions on conditions of employment of contract staff[10] and will depend on the assessment of the qualification and professional experience of the selected candidate. 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

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.

9.   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 Committee.

The Selection Committee will assess the request 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

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[9] In line with provisions of art. 8 of the Conditions of employment of other servants of the European Union.
[10] Decision of the Governing Board of the EuroHPC Joint Undertaking No 24/2019 of 13 November 2019 on the General provisions for implementing Article 79(2) of the Conditions of employment of other servants of the European Union, governing the Conditions of employment of contract staff employed under the terms of Article 3a, as re-adopted by the Decision of the Governing Board of the EuroHPC Joint Undertaking No 17/2021.

The complaint must be lodged within 3 months counting from the notification of the decision the candidate wishes 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 Executive Director does not have the power to amend the assessment decisions of the Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committee 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:

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.

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

11. 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 Regulations[11].

12. 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.

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[11] http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF