



**2018-BRU-I4-FGI-010027**

**FG I – Administrative Agent**

<p><b>Position for:</b></p> <p><b>FGI – Administrative Agent</b></p>	<p>As the science and knowledge service of the Commission, the mission of DG Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p> <p>The Intellectual Property and Technology Transfer Unit of the Directorate for Competences consists of two sectors with a total of about 20 staff. One sector is responsible for managing the Intellectual Property portfolio of the European Commission, while the other one is promoting exploitation of JRC inventions, fostering collaboration in technology transfer among large RTO's and providing technical support to geographic DGs on capacity building in technology transfer and innovation.</p> <p>The main tasks of the agent would be to maintain the IPR archives including patents, trademarks, software, emblem cases, licenses and contracts and to provide specific logistic support to the events organised by the unit.</p> <p>The agent will also provide general logistics support to the unit, e.g. incoming and outgoing mail and telephone calls, organise meeting rooms, receive visitors, etc.</p> <p>Qualifications:</p> <p>The candidate needs a solid experience in handling archives (hard-copy &amp; electronic), preferably in the domain of intellectual property, in providing administrative/logistic service tasks to the organisation of in house and external events and to the daily logistic/administrative needs of a unit.</p> <p>Fluent French (C1) and English (B1) are required.</p>
<p><b>Directorate Unit</b></p>	<p>Competences Intellectual Property and Technology Transfer</p> <p>Further information: <a href="https://ec.europa.eu/jrc/en/research/crosscutting-activities/intellectual-property">https://ec.europa.eu/jrc/en/research/crosscutting-activities/intellectual-property</a></p>
<p><b>Indicative duration</b></p>	<p>24 months initial contract with possible renewals up to indefinite period</p>
<p><b>JRC Site</b></p> <p><b>Country</b></p>	<p>Brussels</p> <p>Belgium</p>
<p><b>Rules and eligibility</b></p>	<p>The candidate must be on a valid EPSO reserve list for Function Group I contract staff.</p>

Applicants to the following Calls for expression of interest can also be considered:

1. CAST Permanent - EPSO has launched in January 2017 an open-ended selection procedure to create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents. Details available at the link below: [https://epso.europa.eu/documents/2240\\_en](https://epso.europa.eu/documents/2240_en)

**Auxiliary contract staff:**

<https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members>

*Please note that due to the high number of applications received only shortlisted candidates will be contacted.*