



2018-IPR-H2-FGIII-010111

FG III - Publications Production Assistant

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| <p><b>Position for:</b></p> <p><b>FG III – Publications Production Assistant</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>Entity Presentation:</p> <p>Unit JRC.H.2 – Knowledge for Thematic coordination.</p> <p>We set up corporate processes and tools to support the work of the knowledge management units, in particular to ensure access to thematic knowledge in support of priority policy areas to the relevant Commission Services. We coordinate and facilitate best practice of the activities of the knowledge management units. We manage the JRC Science Hub, Connected, PUBSY and the eLibrary. We coordinate with Commission services the establishment of corporate knowledge management processes, platforms and best practices. We support relevant communication and training activities including the organisation of training for colleagues from policy DGs where relevant.</p> <p>Job presentation:</p> <p>We propose a position for a Publications Production Assistant, to join our dynamic team of Pubsy professionals based in Ispra.</p> <p>The position includes developing new concepts for the JRC publications management, provide administrative and technical support.</p> <p>The new colleague will be responsible for operating the PUBSY workflow for selected Directorates of the JRC, analysing user's needs and provide support. It also includes assisting the team leader with the development of new tools and functions in PUBSY, including the carrying out of pilot projects on request, and develop, deploy and operate bibliometric and Altmetrics concepts in conjunction with JRC publications management. Tasks also include coordination with different external bodies such as OP and suppliers, make proposals for process and system improvements and specify the necessary IT solutions in collaboration with the team leader.</p> <p>Qualifications:</p> <p>We look for an enthusiastic, motivated, organized and pro-active colleague, who should have at least 2 years of experience as publications assistant.</p> <p>A university degree is required, as well as a good knowledge of publication systems and the impact measuring tool Altmetrics.</p> <p>Essential is experience in providing helpdesk support and</p> |
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|                              | <p>communication activities like replying to questions from the general public. Experience as proof-reader will be considered an advantage.</p> <p>The ideal candidate has eye for detail and has excellent communication skills, and has the ability to work in a team and deliver high quality work in a structured way. A good knowledge of English (C1) is also required.</p>  |
| <b>Directorate Unit</b>      | <p>Knowledge Management<br/>Knowledge for Thematic coordination</p> <p>Further information:<br/><a href="https://ec.europa.eu/jrc/en/about/jrc-in-brief">https://ec.europa.eu/jrc/en/about/jrc-in-brief</a></p>  |
| <b>Indicative duration</b>   | 36 months initial contract with possible renewals up to maximum 6 years  |
| <b>JRC Site<br/>Country</b>  | <p>Ispra</p> <p>Italy</p>  |
| <b>Rules and eligibility</b> | <p>The candidate must be on a valid EPSO reserve list for Function Group III contract staff.</p> <p>Applicants to the following Calls for expression of interest can also be considered:</p> <p>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:<br/><a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></p> <p><b>Auxiliary contract staff:</b><br/><a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members">https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</a></p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p> |