



2019-BRU-H2-FGIII-011185

**FG III - Information Systems Assistant -
Knowledge Dissemination and Editing:
Connected Community Manager**

Position for:

**FGIII - Information Systems
Assistant**

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.

The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <https://ec.europa.eu/jrc/>

The current vacancy is within the Knowledge for Thematic Coordination unit which is part of the Directorate for Knowledge Management.

The Unit is responsible for setting up the 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; coordinating and facilitating best practice of the activities of the knowledge management units; managing the JRC Science Hub, Connected, PUBSY and the eLibrary; coordinating with Commission services the establishment of corporate knowledge management processes, platforms and best practices; supporting relevant communication and training activities including the organisation of training for colleagues from policy DGs where relevant.

The tasks for this position include the business analysis of new processes to be implemented on Connected, the day to day management of connected places, including the monitoring of the coherence of the structure and content and the quality control. It also encompasses providing support and advise on use of graphics and general architecture of groups, spaces and subspaces, taxonomy and tagging to editors and space managers inside the whole JRC.

This job also includes providing support and guidance to various internal and external users of the platform, and participation to the Connected Ambassadors network. The successful candidate will also provide trainings on the usage and maintenance of the platform on all JRC sites.

As part of the dynamic team of Connected managers, this position includes the pro-active participation to coordination meetings and the stimulating of knowledge sharing and internal communication practises through dedicated tools in line with the JRC Strategy.

The position will serve JRC customers as well as Commission customers considering that the JRC is business owner of the platform Connected.

Qualifications:

We look for an enthusiastic, motivated, organized and pro-active colleague, who should have at least 2 years of experience in the management of JIVE platforms, including the setting up of information architectures

	<p>therein.</p> <p>This includes a good knowledge in web development and the usage of HTML and CSS, and the ability to create graphics used for these platforms by using Adobe Tools and Photoshop.</p> <p>A qualification in computer science or information technology will be considered as an asset.</p> <p>Excellent communication skills are required, as well as C1 level of English. The knowledge of other languages will be considered as an advantage.</p>
Directorate Unit	<p>Knowledge Management Knowledge for Thematic Coordination</p> <p>Further information: https://ec.europa.eu/jrc/</p>
Indicative duration	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
JRC Site Country	<p>Brussels Belgium</p>
Rules and eligibility	<p>The candidate must be on any valid EPSO reserve list for Function Group III contract staff.</p> <p>Applicants to the following Call 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: https://epso.europa.eu/documents/2240_en</p> <p>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</p> <p>Article 3b of the Conditions of Employment of Other Servants of the European Union applies: the actual period of employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>