



2019-IPR-B-000-011711

**Support for Communication and
organization of events in Unit Finance and
Economy**

<p>Position for:</p> <p>Trainee</p>	<p>As the science and knowledge service of the Commission, the mission of 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: http://www.jrc.ec.europa.eu</p> <p><u>Short description of activity:</u></p> <p>The trainee will have a traineeship in the Unit Finance and Economy where he/she will contribute to the organization of Unit events on topic related to the activities of the Unit.</p> <p>Main tasks for this position include:</p> <ul style="list-style-type: none">• Support with organisation and logistics for Unit events (conferences, workshops, summer schools and meeting with experts), both in the preparation phase and in the execution phase (logistics, agenda, communication material, assistance during the event). <p><u>Qualifications:</u></p> <p><u>Essential:</u></p> <ul style="list-style-type: none">• university degree of at least 3 years in a relevant topic such as communication sciences• good writing and oral communication skills• good level of spoken and written English (B2) <p><u>Advantage:</u></p> <p>Relevant experience in event management or PR activities</p>
--	---

	<p><u>For general eligibility requirements, please read the rules governing the traineeship scheme of the JRC:</u></p> <p>https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/jrc-trainees</p>
Unit / Directorate	<p>Directorate B, Growth and Innovation Unit B.01, Finance and Economy Unit</p> <p>Further information: https://ec.europa.eu/jrc/en/research-topic/financial-and-economic-analysis</p>
Indicative duration	5 months
JRC Site	Ispra
Country	Italy
<u>JRC contact details</u>	<p>For any technical problems with your application, please contact: HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu</p>