



2017-IPR-D6-FGIIII-9469

FG III – Project Assistant – Biodiversity and Protected Areas Management project

<p>Position for:</p> <p>FGIII</p> <p>Project Assistant</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: https://ec.europa.eu/jrc/</p> <p>The Directorate for Sustainable Resources, 'Knowledge for Sustainable Development and Food Security' Unit has a vacancy for a Project Assistant for the BIOPAMA (Biodiversity and Protected Areas Management) project. BIOPAMA Phase 2 (2017-2023) is an EU-ACP programme, implemented by JRC together with the International Union of Conservation of Nature (IUCN), financed by the 11th European Development Fund of the European Union. JRC work focuses on developing state-of-the-art information platforms and knowledge products, supporting better decision making in protected areas so that they can contribute not only to wildlife conservation, but also to sustainable livelihoods across the 79 ACP (African, Caribbean, Pacific) countries.</p> <p>Working with the JRC BIOPAMA coordinator, the Project Assistant will:</p> <ul style="list-style-type: none">• Maintain project documentation including a clear and well-structured digital project file in line with JRC Quality Management guidelines and procedures.• Support the operational work of the project, including meeting organisation, travel planning, calendar / project milestone management and preparation of calls for tender, in close consultation with the Unit secretariat.• Track progress of deliverables, budgets, procurements and work performed by contractors.• Contribute to project communications, reporting and updating of project website and intranet, and assist in preparing presentations.• Liaise with external project partners. <p>Strong inter-personal skills, combining flexibility with discipline, are a must. The majority of the work is based at JRC Ispra, but some travel, including to countries considered "at-risk", may be necessary. Given the global nature of the project, occasional evening work may be required, in particular to join the monthly conference call with our regional partners.</p> <p>Qualifications:</p> <p>Minimum 5 years of experience of financial/project management is essential, with proven experience in the following:</p> <ul style="list-style-type: none">• Working with distributed/virtual teams in an international, multi-cultural environment.• Working with technical (science, R+D, engineering, informatics) teams.
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	<ul style="list-style-type: none"> • Project and budget planning, organising and tracking. • Communications and Marketing. <p>The principal working language is English (C1/C2). Good spoken and written French is also required (C1/B2).</p> <p>Proficiency with standard office software is a prerequisite. Experience of recognised project management tools/methodologies an asset.</p>
Directorate Unit	<p>Sustainable Resources Knowledge for Sustainable Development and Food Security</p> <p>Further information: https://ec.europa.eu/jrc/en http://biopama.org</p>
Indicative duration	12 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	<p>Ispra</p> <p>Italy</p>
Rules and eligibility	<p>The candidate must be on a 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><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>