



**2018-BRU-A3-FGIV-9691**

**FG IV – Archive Officer**

<p><b>Position for:</b></p> <p><b>FG IV – Archive officer</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>This position relates to the <i>DG JRC Institutional History Project</i> (iHiP) that is managed by the Interinstitutional, International Relations &amp; Outreach Unit.</p> <p>The mission of the Unit is to manage DG JRC's relations with its strategic stakeholders inside and beyond the EU institutions.</p> <p>The iHiP aims, <i>inter alia</i>, to create a historic archive for the JRC as basis for drafting the institutional history of Joint Research Centre, from 1957 to present.</p> <p>This position contributes to the following aspects of the iHiP:</p> <ol style="list-style-type: none"> <li>1. Digitise the documents available in the 5 sites of the JRC;</li> <li>2. Analyse the digital copies with the help of text mining software with the objective             <ol style="list-style-type: none"> <li>2a. To generate for each document the metadata needed to create a comprehensive and functional digital archive;</li> <li>2b. To identify documents relating to relevant historic events and pattern and to write, on this basis, historically correct highlights of the history of the JRC;</li> <li>2c. To identify historically important documents for which paper copies should be kept in addition to the digital copies.</li> </ol> </li> </ol> <p>In the long run the job-holder will contribute to preparing the official history of the JRC, based on (but not exclusively) the complete and comprehensive digital historical archive of the JRC.</p> <p>Qualifications:</p> <p>The successful candidate must know the rules and standards established by the International Council on Archives and, preferably, also those of the European Commission.</p> <p>Knowledge in digitalisation of documents and in the development of functional digital archives is desirable, practical experience in this field is an asset.</p> <p>An academic degree in history or archiving (preferably both) or, alternatively, 3 or more years in working in the development and management of historic archives is essential. A degree/experience in digital archiving is an</p>
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	<p>asset.</p> <p>The job holder needs very good knowledge of English (C1, written and oral). He/she should have a good knowledge (B1/B2, written and oral) in at least two of the following languages: French, German, Italian.</p> <p>Good organisational and drafting skills as well as a capacity to work independently and to take initiatives are required, as demonstrated in the CV and publication list of the candidate and during the interview.</p>
<b>Directorate Unit</b>	Strategy and Workprogramme Coordination Interinstitutional, International Relations & Outreach
<b>Indicative duration</b>	36 months initial contract with possible renewals up to maximum 6 years
<b>JRC Site</b> <b>Country</b>	Brussels Belgium
<b>Rules and eligibility</b>	<p>The candidate must be on a valid EPSO reserve list for Function Group IV contract staff.</p> <p>Applicants to the following Calls for expression of interest can also be considered:</p> <ol style="list-style-type: none"> <li>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: <a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></li> <li>2. Call COM/1/2015/GFIV – Research - The JRC has launched in January 2015 a permanent call for researchers FG IV. Details available at the link below: <a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/vacancies/function-group-IV-researchers">https://ec.europa.eu/jrc/en/working-with-us/jobs/vacancies/function-group-IV-researchers</a></li> </ol> <p><b>Auxiliary contract staff:</b> <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>