



2018-BRU-A1-FGIV-010137

**FG IV - HRM Officer - HR Business  
Correspondent Team**

<p><b>Position for:</b></p> <p><b>FG IV – HRM 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>The selected candidate will act as focal point within the JRC HR Business Correspondent Team for the coordination of the corporate JRC social dialogue, for the JRC social / well-being policy and for data management of all HR / staff metrics in the JRC.</p> <p>Main tasks will include:</p> <ul style="list-style-type: none"> <li>• Coordinate the organisation of the corporate social dialogue function within JRC: nomination of members of committees; organise corporate social dialogue meetings; coordinate the briefings for the meetings, the information flow, minutes, follow up actions.</li> <li>• Provide advice and counselling on individual and corporate sensitive social dialogue issues, acting as interface between the Director-General, the HR BC, the JRC staff representatives and individual staff members.</li> <li>• Coordinate social dialogue procedures, follow up changes in legislation and implementing rules, procedures and agreements on corporate level.</li> <li>• Coordinate with the AMC the consistent implementation of social and well-being policies at all sites of the JRC in a timely, consistent and fair manner and in accordance with the rules and principles established for the whole Commission.</li> <li>• Compile, process and / or structure data from various sources and prepare them for input to strategic HR decisions.</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Experience in data analytics, using advanced ICT tools.</li> <li>• Solid education background and analytical capacity.</li> <li>• Flexible team player, providing a professional attitude to ensure effective team work within the JRC HR BC Team and coordination with colleagues in other parts of the organisation.</li> </ul>
<p><b>Directorate Unit</b></p>	<p>Strategy and Work Programme Coordination Resource Planning</p> <p>Further information: <a href="https://ec.europa.eu/jrc/en/about/organisation">https://ec.europa.eu/jrc/en/about/organisation</a></p>
<p><b>Indicative duration</b></p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>

<p><b>JRC Site</b></p> <p><b>Country</b></p>	<p>Brussels</p> <p>Belgium</p>
<p><b>Rules and eligibility</b></p>	<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>