



2018-IPR-H2-FGII-010464

**FG II - Information and Communication Agent
- Events Organiser**

<p>Position for:</p> <p>FG II - Information and Communication Agent - Events Organiser</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 Knowledge for Thematic coordination 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</p> <p>Tasks for this position include:</p> <ol style="list-style-type: none">1. Assist in managing all aspects of an assigned event to ensure its smooth execution. To set up and handle all logistics arrangements in close liaison with the external (hotels, conferences centres, etc.) and internal (transport and security services, catering, etc.) entities involved.2. Assist in manage participants (using the JRC's IT applications for organising events - namely MMS and ERS). To create an agenda for the event together with direct supervisor and JRC management, the Communications Correspondents, colleagues and other stakeholders.3. Follow a pre-defined checklist to ensure that all organisational aspects of the events are covered in a uniform and timely manner.4. Work both independently as well as with the supervisor to guarantee successfulness of all events.5. Assist in evaluating events afterwards with the aim of improving weaknesses in the management of future events. Apply QC procedures for events, including follow-up. <p>Qualifications:</p> <p>We look for a dynamic professional with an appropriate background. We are particularly interested in candidates with knowledge and/or professional experience in the field of external communication activities and event organising.</p> <p>In particular, the successful candidate will have to:</p>
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	<ul style="list-style-type: none"> - be highly reliable and service minded, with a very strong sense of responsibility; - have the capacity to analyse situations, take initiatives, solve problems and deliver results on time; - be capable of working within a team with a good sense of initiative and flexible to take up ad hoc tasks when necessary as well as to sometimes work under tight deadlines; - have excellent inter-personal skills and be able to interact with units in DG JRC and with the management - English and Italian level B2 required.
Directorate Unit	Knowledge Management Knowledge for Thematic Coordination
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Ispra Italy
Rules and eligibility	<p>The candidate must be on any valid EPSO reserve list for Function Group II contract staff.</p> <p>Applicants to the following Calls 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>