



**2018-BRU-H1-FGII-010484**

**FG II – Unit Secretary**

<p><b>Position for:</b> <b>FGII – Unit Secretary</b></p>	<p>As the science and knowledge service of the Commission, the mission of DG Joint Research Centre (JRC) 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 vacant position is the Secretary of the "Knowledge for Geographic Coordination Unit", based in Brussels, and belonging to the "Knowledge Management" Directorate of the JRC.</p> <p>The Unit is responsible for leading the JRCs work on concepts, methods and training in evidence-informed policymaking; knowledge sharing and collaboration; and management of country and regional knowledge.</p> <p>The work involves planning and organising the meetings, correspondence and processes of the unit (including Head of Unit), support to the management of the external platform, monitoring the budget execution and initiating the financial procedures of the unit, providing assistance to a team of 14 people.</p> <p>Qualifications:</p> <p>Curious, well-organised and innovation-minded assistant eager to learn and develop new skills. Good written and spoken English (B2) is required. Knowledge of French is desirable. Experience in knowledge management or community management will be considered as an advantage.</p>
<p><b>Directorate Unit</b></p>	<p>Knowledge Management Knowledge for Geographic Coordination</p> <p>Further information: <a href="https://ec.europa.eu/jrc/communities/community/evidenc4policy">https://ec.europa.eu/jrc/communities/community/evidenc4policy</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> <b>Country</b></p>	<p>Brussels Belgium</p>
<p><b>Rules and eligibility</b></p>	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff.</p> <p>Applicants to the following Call for expression of interest can also be considered:</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](https://epso.europa.eu/documents/2240_en)

**Auxiliary contract staff:**

<https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members>

*Please note that due to the high number of applications received only shortlisted candidates will be contacted.*