



2018-IPR-A3-FGIV-010509

**FG IV – Archive Officer - Joint Research  
Centre's Institutional History Project (iHiP)**

**Position for:**

**FG IV-  
Archive Officer**

As the science and knowledge service of the European Commission, the mission of the DG Joint Research Centre (JRC) is to support EU policies with independent evidence throughout the whole policy cycle.

The DG JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <http://www.jrc.ec.europa.eu>

This position relates to the DG JRC's Institutional History Project (iHiP) and will be located in Ispra, north Italy. Administratively it is linked to the Unit for Interinstitutional, International Relations & Outreach.

The mission of the Unit is, inter alia, to manage DG JRC's relations with its strategic stakeholders and to coordinate the DG JRC's communication strategy.

The iHiP aims to produce an official, scientifically correct, description of the 60+years of the DG JRC's institutional history. To this end it creates a modern archive for the DG JRC and produces historical highlights, i.e. stories relating to interesting and relevant events and periods in the DG JRC's history, and other communication and outreach products.

This position contributes to the following aspects of the iHiP:

- Digitising the documents available in the 5 sites of the DG JRC;
- Analysing the digital copies, and supervising the correction, if possible, of proposals of a software for
  - the metadata needed to create a functional digital archive;
  - deciding if a paper copy has to be retained;
  - identifying documents relating to relevant historic events and patterns and to contribute in this way to training the software pipeline with a view to reach a correctness of 80% to 95%.
- To prepare, in cooperation with other iHiP team members, historically correct highlights of the history of the DG JRC and other communication and outreach items for the iHiP;
- In the longer run the job-holder will contribute to preparing the official history of the DG JRC, based on (but not exclusively) the complete and comprehensive digital historical archive of the DG JRC.

**Qualifications-essential:**

The successful candidate must have an academic background in digital humanities and/or history and/or archiving or equivalent with more than 1 year of experience in applying modern digital tools for archiving and the exploitation of digital documents.

Capacity to work independently as well as in teams as well as taking initiative and the lead for specific tasks.

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|  | <p>Very good knowledge of English (C1).</p> <p>Qualifications-desirable:</p> <ul style="list-style-type: none"> <li>• Good knowledge (B1/B2) of at least one of the following languages: French, German, Italian, Dutch, Spanish.</li> <li>• Good organisational and drafting skills.</li> </ul>   |
| <p><b>Directorate</b></p> <p><b>Unit</b></p> | <p>Strategy, Work Programme and Resources</p> <p>Interinstitutional, International Relations &amp; Outreach</p>  |
| <p><b>Indicative duration</b></p>            | <p>12 months initial contract with possible renewals up to a maximum of 6 years</p>  |
| <p><b>JRC Site</b></p> <p><b>Country</b></p> | <p>Ispra</p> <p>Italy</p>  |
| <p><b>Rules and eligibility</b></p>          | <p>The candidate must be on any 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><br/> <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>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> |