



2018-IPR-H2-FGIV-010888

**FG IV - Knowledge Management Officer -
Knowledge Mapping and Methodology**

Position for:

**FG IV - Knowledge
Management Officer**

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.

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/>

We propose a position of Knowledge Management Officer to contribute to the development and implementation of methodological approaches in the area of knowledge management and thematic coordination as part of the Thematic Coordination Unit's Strategic KM Development team. He/She will work to systematise the acquisition and generation of knowledge by contributing to knowledge harvesting and mapping, competence mapping activities, among others. The position implies drafting reports, briefings, concept project proposals and project management plans as well as data analysis.

Qualifications:

A dynamic, open-minded and result-oriented team player to complement our team. A good sense of organisation, priority setting, efficiency and initiative are crucial in this function. Essential to the function are excellent analytical skills, ability to communicate in a clear and structured manner, to identify potential issues and to propose solutions, excellent written and oral communication skills and a high sense of responsibility.

The successful candidate should have proven experience in data, information and knowledge management, project management and extensive experience in writing analytical notes, briefings and project plans. Experience in bootstrapping and implementing Knowledge management programmes and initiatives would be an advantage.

Required are:

- Master's degree preferably in knowledge management, information management, organisational development, business management, public administration or equivalent.
- 4 years of successful experience in comprehensive knowledge, information and data management and knowledge sharing as main assignment.
- 2 years relevant professional experience in a scientific organisation is an asset.
- Extensive experience in writing reports, briefings, concept project proposals, analytical notes and project plans is required.
- Experience in project management and change management in an organisational environment is essential.
- Experience of writing communication texts for publishing would be an asset.

	<p>- Excellent command of written and spoken English is essential (level C2 or C1). Knowledge of French (level B1 or A2) would be an asset.</p>
Directorate Unit	<p>Knowledge Management Knowledge for Thematic Coordination</p>
Indicative duration	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
JRC Site	<p>Ispira</p>
Country	<p>Italy</p>
Rules and eligibility	<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"> 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: https://epso.europa.eu/documents/2240_en 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: https://ec.europa.eu/jrc/en/working-with-us/jobs/vacancies/function-group-IV-researchers <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>