



2019-BRU-AHRBC-FGIV-012113 **FG IV - Planning and Programming Officer – Director-General Office**

<p>Position for:</p> <p>FG IV – Planning and Programming Officer</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 selected candidate, working in the Director-General office, will be responsible for the horizontal coordination, institution-level coordination and consultation.</p> <p>The main functions and duties are:</p> <ul style="list-style-type: none"> • Act as JRC briefing coordinator, coordinate the network of JRC Briefing Contact Points, ensure transmission of briefings within the set deadlines, work actively towards improving internal co-ordination and quality of briefings. • Provide the secretariat to the Directoire and organise and prepare Directoire meetings drafting minutes and taking care of the follow-up. • Contribute to organise meetings for the Director-General, assist in JRC Headquarters meetings and contribute to the JRC Corporate calendar. <p>Qualifications:</p> <p>Requirements:</p> <ul style="list-style-type: none"> • Experience in operation and administrative support, horizontal coordination. • Knowledge of institution structures and organisational development. • Good analysing and problem solving skills. • Flexible team player with good communicative skills, capable to deliver in a structured way and able to work in a proactive and autonomous way.
<p>Directorate Unit</p>	<p>JRC DG Office</p> <p>Further information: https://ec.europa.eu/jrc/en/about/organisation</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p>JRC Site</p> <p>Country</p>	<p>Brussels</p> <p>Belgium</p>
<p>Rules and eligibility</p>	<p>The candidate must be on a valid EPSO reserve list for Function Group IV contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function</p>

Group IV contract staff, you can still apply by following these steps.

You express your interest by applying to the CAST Permanent or to the permanent JRC Call for researchers.

1. CAST Permanent: 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.
https://epso.europa.eu/documents/2240_en

2. JRC Call COM/1/2015/GFIV – Research: open-ended selection procedure to create a pool of candidates from which mainly the JRC can recruit contract agents FGIV as researchers. Details available at the link below:
<https://ec.europa.eu/jrc/en/working-with-us/jobs/vacancies/function-group-IV-researchers>

Only then you can apply for this specific position, through <http://recruitment.jrc.ec.europa.eu/?type=AX>

Auxiliary contract staff:

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

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.

Please note that in case a high number of applications is received only shortlisted candidates will be contacted.