



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>

	<p>Group IV contract staff, you can still apply by following these steps.</p> <p>You express your interest by applying to the CAST Permanent or to the permanent JRC Call for researchers.</p> <p>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</p> <p>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</p> <p>Only then you can apply for this specific position, through http://recruitment.jrc.ec.europa.eu/?type=AX</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 in case a high number of applications is received only shortlisted candidates will be contacted.</i></p>
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