



2019-BRU-15-FGIII-012132

FG III - Information and Communication Assistant

<p>Position for:</p> <p>FG III Information and Communication Assistant</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 mission of the Advanced computing and ICT support Unit at the JRC is:</p> <ul style="list-style-type: none">- to act as a centre of ICT competence supporting the operational activities of the JRC;- to implement the JRC ICT policy and to provide a reliable, efficient and secure ICT infrastructure for the whole JRC in line with the Commission ICT strategy;- to support and coordinate the implementation of corporate information systems. <p>We are looking for a dynamic colleague who will take care of :</p> <ol style="list-style-type: none">1. Communication relating to ICT programme and projects, i.e.:<ul style="list-style-type: none">• Contributing to the drafting and monitoring of a comprehensive communication action plan for JRC;• Contributing to the implementation of the JRC ICT communication strategy by updating and managing the structure and, in collaboration with the various technical teams, gathering the content;• Contributing to the organisation of technical workshops and to the animation of ICT thematical communities;• In collaboration with the management of the unit, liaising with JRC ICT Governance and with EC corporate ICT stakeholders.2. Supporting the management of the various standard JRC communication channels, i.e:<ul style="list-style-type: none">• Developing and maintain the Connected space(s) related to JRC ICT and in particular those directly under the responsibility of the unit;• Supporting the communication activities in organising information update, animating forum and collecting user feedback;• Developing thematical ICT communities of practice to foster collaboration and synergies between JRC ICT professionals;• Contributing to the improvement of the various IT solutions for used for communication. <p>Qualifications:</p> <p>Candidates must have:</p> <ul style="list-style-type: none">• a level of secondary education attested by a diploma giving access to post-secondary education;• at least three years of relevant professional experience in Communication and publication ;
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	<ul style="list-style-type: none"> • excellent drafting skills; • skills and experience in IT tools for communication (e.g. Jive or other similar platforms); • proven interpersonal, organisational and problem solving abilities and the to work both independently and as part of a team; • a good understanding of Information and Communication Technologies; • a thorough knowledge of English both written and spoken (min. level C1 and C2 in written production). <p>Advantageous:</p> <ul style="list-style-type: none"> • Knowledge of French (B2 level); • Experience in information and Communication technologies systems of 3 years <p>The selection board will appreciate candidates showing enthusiasm and team spirit, willing to learn new domains and to address new challenges in a dynamic and multi-cultural environment.</p>
Directorate Unit	<p>Competences Advanced Computing and ICT support</p> <p>Further information: https://ec.europa.eu/jrc/</p>
Indicative duration	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
JRC Site Country	<p>Brussels</p> <p>Belgium</p>
Rules and eligibility	<p>The candidate must be on a valid EPSO reserve list for Function Group III contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function Group III contract staff, you can still apply by following these steps.</p> <p>You express your interest by applying to the CAST Permanent.</p> <p>CAST Permanent is 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. https://epso.europa.eu/documents/2240_en</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>