



2019-BRU-I5-FGIII-012132

**FG III - Information and Communication Assistant**

**Position for:**

**FG III  
Information and  
Communication Assistant**

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/>

The mission of the Advanced computing and ICT support Unit at the JRC is:

- 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.

We are looking for a dynamic colleague who will take care of :

1. Communication relating to ICT programme and projects, i.e.:
  - 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:
  - 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.

Qualifications:

Candidates must have:

- 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 ;

	<ul style="list-style-type: none"> <li>• excellent drafting skills;</li> <li>• skills and experience in IT tools for communication (e.g. Jive or other similar platforms);</li> <li>• proven interpersonal, organisational and problem solving abilities and the to work both independently and as part of a team;</li> <li>• a good understanding of Information and Communication Technologies;</li> <li>• a thorough knowledge of English both written and spoken (min. level C1 and C2 in written production).</li> </ul> <p>Advantageous:</p> <ul style="list-style-type: none"> <li>• Knowledge of French (B2 level);</li> <li>• Experience in information and Communication technologies systems of 3 years</li> </ul> <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>
<b>Directorate Unit</b>	<p>Competences</p> <p>Advanced Computing and ICT support</p> <p>Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>
<b>Indicative duration</b>	36 months initial contract with possible renewals up to maximum 6 years
<b>JRC Site</b> <b>Country</b>	<p>Brussels</p> <p>Belgium</p>
<b>Rules and eligibility</b>	<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.</p> <p><a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></p> <p>Only then you can apply for this specific position, through <a href="http://recruitment.jrc.ec.europa.eu/?type=AX">http://recruitment.jrc.ec.europa.eu/?type=AX</a></p> <p><b>Auxiliary contract staff:</b>  <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 in case a high number of applications is received only shortlisted candidates will be contacted.</i></p>