

**2019-BRU-I4-FGIV-012308****FG IV - Information and Communication  
Officer - Communication and Budget  
Coordinator**

<b>Position for:</b>  <b>FG IV Information and Communication Officer</b>	<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: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p> <p>Unit for Intellectual Property and Technology Transfer is part of Directorate for Competences, which includes various competence centres supporting EU policies.</p> <p>The purpose of this position is to work in a small team, attached to the Head of Unit, which is in charge of two horizontal tasks:</p> <ol style="list-style-type: none"><li>1) communication (organisations of events, preparation of briefings and speeches, editing of documents, etc.)</li><li>2) coordination of the unit budget (commitments and payments, revenues of the JRC licences, creation of expert pools, etc.).</li></ol> <p>Qualifications:</p> <ul style="list-style-type: none"><li>• Degree in economics or law (minimum Master level);</li><li>• Proven experience in the area of communication including organisation of events (at least 3 years);</li><li>• Experience in European Commission's administrative procedures;</li><li>• Experience in project management and budget execution;</li><li>• Good communication and negotiation skills and proven ability in delivering high quality results;</li><li>• Excellent speaking and writing skills in English (minimum C1) and a good level in French (minimum B2).</li></ul>
<b>Directorate Unit</b>	Competences Intellectual Property and Technology Transfer  Further information: <a href="https://ec.europa.eu/jrc/en/research/crosscutting-activities/intellectual-property">https://ec.europa.eu/jrc/en/research/crosscutting-activities/intellectual-property</a>
<b>Indicative duration</b>	36 months initial contract with possible renewals up to maximum 6 years
<b>JRC Site  Country</b>	Brussels  Belgium
<b>Rules and eligibility</b>	The candidate must be on a valid EPSO reserve list for Function Group IV contract staff.

If you are not in any valid EPSO reserve list for Function 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](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.*