



2019-IPR-A5-FGIV-012448

FG IV – Project Officer - Organisational and financial support

Position for:

**FG IV
Project Officer**

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 current vacancy is in the Strategy, Work Programme and Resources Directorate, Scientific Development Unit, based in Ispra.

The unit for Scientific Development includes the management and coordination of activities related to the Art and Science, Centre for Advanced Studies, Collaborative Doctoral Partnership, Exploratory Research Programme, JRC Clear Writers' Network, EU Academy, Opening Research Infrastructure and Standardisation. The wide range of topics of innovative character of the projects and programmes characterise the unit.

We are therefore looking for a candidate with a strong background in administration, an open and solution oriented mind, and experience in working in a scientific environment or with scientists.

The successful candidate shall:

- Provide support to the coordination and organisation of ongoing projects, planning and monitoring of new projects of the Scientific Development Unit.
- Contribute to progress reporting.
- Contribute to budget planning and to operational initiation of financial transactions.
- Provide administrative support to the Head of Unit.

Qualifications:

We are looking for a project officer with :

- a university degree of at least 3 years and a minimum of three years of experience in administration, project management or human resource management;
- very good knowledge of English (C1) both written and spoken.

The following experience/knowledge would be considered an advantage:

- experience with multi-cultural and multi-tasking work environments;
- work experience in dynamic environments involving ad hoc requests of various nature;
- ability of drafting reports, briefings and clear writing;
- scientific methods.

The candidate will have to be solution oriented and able to work in the framework of the team, as well as independently. Knowledge of Italian (B1) would be considered a plus.

Directorate Unit	<p>Strategy, Work Programme and resources Scientific Development</p> <p>Further information: https://ec.europa.eu/jrc/</p>
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	<p>Ispra</p> <p>Italy</p>
Rules and eligibility	<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 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>