



2019-PTT-C7-FGIII-013108

**FGIII – Project Assistant – Knowledge Management – Monitoring energy R&D (SET Plan Information System-SETIS)**

**Position for:**

**FG III –  
Project Assistant– Knowledge Management**

As the science and knowledge service of the Commission, the DG Joint Research Centre supports 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 vacancy is within the 'Knowledge for the Energy Union' Unit of Directorate C - Energy, Transport & Climate, which has the mission to support the Energy Union policies and the transition to a climate-neutral economy through the mapping and analysis of relevant knowledge and data, the generation of new evidence, the anticipation of evolving trends and their effective communication. Our staff (about 50) is mainly based in Petten (NL).

The successful candidate will support the operation of SETIS, the information system of the Strategic Energy Technology Plan (SET Plan). As part of the SETIS team, the successful candidate will contribute to:

- The monitor of implementation progress of the SET Plan through the review of annual progress reports from the various working groups.
- The preparation of the annual SETIS report to the SET Plan Steering Group based on a synthesis of the findings from the monitor function mentioned above
- The preparation of the annual SET Plan conference(s) arranging for the SETIS presence in collaboration with the local hosts
- The operation and maintenance of the SETIS website and the management of the Twitter account
- The preparation of SETIS outputs, such as reports and other printed and visual material.
- The monitoring and archiving of communication with the SET Plan Community

Qualifications:

We look for a person with a University degree in engineering, physical sciences, business, or economics with a good expertise in energy technologies. Experience with policy support in government or industry; the use of Twitter or the creation of websites, would be an advantage.

The ideal candidate would have an interest in contributing to the energy transition; very good organisational, and synthesis skills; numerical processing capabilities; a good aptitude in taking initiative and very good interpersonal skills. Very good command of English (B2) and drafting skills (C1) and very good knowledge of Microsoft Office tools are essential. Knowledge of other languages is desirable.

	The position offers a number of varied and interesting tasks in a friendly and well-integrated Unit to a motivated, flexible, and reliable colleague.
<b>Directorate Unit</b>	Directorate C - Energy, Transport & Climate Knowledge for the Energy Union Unit <a href="https://ec.europa.eu/jrc/en">https://ec.europa.eu/jrc/en</a>
<b>Indicative duration</b>	36 months initial contract with possible renewals up to maximum 6 years
<b>JRC Site</b> <b>Country</b>	Petten The Netherlands
<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 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. <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>