



2019-PTT-C7-FGII-013208

FG II – Secretary – Knowledge Management

<p>Position for:</p> <p>FG II – Secretary – Knowledge Management</p>	<p>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/.</p> <p>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).</p> <p>The successful candidate will provide administrative assistance to the Head of Unit and the Deputy; and will support the knowledge management function of the Unit. Typical tasks include:</p> <ul style="list-style-type: none">• Monthly collection and processing of information regarding the implementation of the annual work plan of the Unit• Archiving and retrieval of data and other outputs produced by the Unit following established Unit guidelines• Operation of a depository of Unit presentations, and contributions to the development of new presentations• Implementation of the workflow for the approval of Unit output, according to the established JRC procedures• Production of a weekly report with recent past and forthcoming key activities of the Unit• Handling of the archive of Unit's communications, according to the established Commission procedures• Contributions to the formatting of Unit reports <p><u>Qualifications:</u></p> <p>We look for a person with a University degree, very good background in administrative support and basic knowledge on energy subjects. Work experience in policy or scientific support would be an advantage.</p> <p>The ideal candidate would have an interest in contributing to the energy transition, with excellent organisational and multi-tasking skills, good drafting and synthesis skills, be good with numbers, and with an eye for detail, a good aptitude in taking initiative and very good interpersonal skills. Very good command of English (B2) and very good knowledge of Microsoft Office tools are essential.</p> <p>The position offers a number of varied and interesting tasks in a friendly and well integrated Unit to a motivated,</p>
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	flexible, and reliable colleague.
Directorate Unit	Directorate C - Energy, Transport & Climate Knowledge for the Energy Union Unit
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Petten The Netherlands
Rules and eligibility	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function Group II 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>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>