

**2020-BRU-H1-FGIII-013948****FG III - Project Assistant – Scientific Research**

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| <p>Position for:</p> <p>FGIII – Project Assistant</p> | <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: https://ec.europa.eu/jrc/</p> <p>The mission of the Unit Knowledge for Policy: Methods and Concepts is to understand how to best inform public policy with scientific knowledge in order:</p> <ul style="list-style-type: none">- to train JRC scientists and Commission policymakers in managing scientific knowledge;- to provide advice on how to collaborate and share knowledge;- to engage citizens;- to support the management of the Commission's country and regional knowledge (in particular for the European Semester);- to build knowledge for policy capacity in the Member States and developing countries. <p>The position is to provide financial and budgetary management support and project and programme management support to the unit.</p> <p>We are looking for a motivated and pro-active Knowledge sharing and collaboration project officer who will be in charge of the following tasks:</p> <ul style="list-style-type: none">• Support the Head of Unit on the budget planning process• Prepare financial commitments and related documentation with the support of the dedicated IT tools• Monitor budget consumption of the Unit compared to allocations• Contribute to the preparation of procurement files.• Support desk officers in management of contracts• Act as unit coordinator for management of expert reimbursement with the support of the dedicated IT tool• Support the Unit in the preparation of the Work Programme• Assisting the Head of Unit in administrative aspects of planning, monitoring and evaluation of unit's projects.• Contribute to the Work Programme corporate review processes• Draft administrative projects documents <p>Qualifications:</p> <ul style="list-style-type: none">• Relevant experience in financial and budgetary |
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| | <p>management;</p> <ul style="list-style-type: none"> • Relevant experience in administrative support to research projects. <p>General Skills :</p> <ul style="list-style-type: none"> • Team playing mind-set, reliability, sense of responsibility and service culture; • Analytical thinking and sound judgement capacity coupled with initiative spirit; • Interactive skills and ability to communicate technical or specialised information; • Understanding of colleagues' needs and concerns; • Problem solving attitude and drive for results; • Planning, prioritising and multitasking attitude; • Very Good knowledge of English (B2) and basic knowledge French (A2) are essential. <p>Other EU languages are an advantage.</p> |
| Directorate Unit | <p>Knowledge Management Knowledge for Policy: Concepts and Methods</p> <p>Further information: https://ec.europa.eu/jrc/communities/community/evidence4policy</p> |
| Indicative duration | 36 months initial contract with possible renewals up to maximum 6 years |
| JRC Site Country | Brussels Belgium |
| Rules and eligibility | <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>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>https://epso.europa.eu/documents/2240_en</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</p> |

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| | <p>employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.</p> |
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Please note that in case a high number of applications is received only shortlisted candidates will be contacted.