



2020-IPR-A5-FGIII-014868

**FG III - Legal Assistant
Collaborative Doctoral Partnership**

<p>Position for:</p> <p>FGIII – Legal 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 current vacancy is in the Directorate for Strategy, Work Programme and Resources. With the JRC Strategy 2030, the JRC reinforces its commitment to scientific excellence. The creation of the Scientific Development Unit (SDU) is one of the instruments to underpin this strategy.</p> <p>The JRC offers a position for a legal assistant who will contribute to the organisation and management of the JRC Collaborative Doctoral Partnerships (CDP) Programme.</p> <p>The CDP Programme aims at establishing strategic collaborations in selected thematic fields with Higher Education Institutions (HEI, e.g. Universities) characterised by research excellence and international reputation. Its objective is to train a new generation of doctoral graduates in science and technology with a focus on the science-policy interface. As such the CDP is fostering JRC scientific excellence.</p> <p>The successful candidate will follow-up, contribute and provide support and assistance to the management of the CDP programme. In particular, the jobholder will deal with organisational tasks such as preparing agendas and documentation for meetings, collecting information for the collaboration agreements, following workflows to bring agreements to signature, keep documentation up to date; assist in the statistical analysis in terms of different aspects of the programme; support the analysis and preparation of legal documents in collaboration with the JRC Legal Affairs Unit; interact with the PhD community within the JRC and support the communication and dissemination activities of the CDP Programme.</p> <p>Qualifications:</p> <p>Essential:</p> <ul style="list-style-type: none">• The candidate must have a university degree (preferably MSc) in Law or in a field relevant to the position, e.g. in Law, Business Administration or equivalent and at least three years of professional experience in a field relevant to the position.• Good knowledge of oral and written English (B2). Candidates from EU Member States must be independent users of another Community language.
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	<p>Advantage:</p> <ul style="list-style-type: none"> • The ideal candidate must have previous working experience in communication activities and networking. • Previous working experience in an EU Institution or international organisation. • Previous working experience in Academia. • Good verbal and writing skills. • Ability to work both autonomously and in team.
Directorate Unit	<p>Strategy, Work Programme and Resources Scientific Development</p> <p>Further information: https://ec.europa.eu/jrc/en</p>
Indicative duration	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
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 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 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>