

**2020-BRU-H2-FGIII-015391****FG III - KNOWLEDGE MANAGEMENT  
ASSISTANT – EVENTS ORGANISER**

<p><b>Position for:</b></p> <p><b>FGIII - Knowledge Management Assistant</b></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: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p> <p>The Knowledge Management Methodologies, Communities and Dissemination Unit, is responsible for setting up the corporate processes and tools to support the work of the knowledge management units, in particular to ensure access to thematic knowledge in support of priority policy areas to the relevant Commission Services; coordinating and facilitating best practice of the activities of the knowledge management units; managing the JRC Science Hub, Connected, PUBSY and the eLibrary; coordinating with Commission services the establishment of corporate knowledge management processes, platforms and best practices; supporting relevant communication and training activities including the organisation of training for colleagues from policy DGs where relevant.</p> <p>Tasks for this position include supporting the management of all aspects of an assigned event to ensure its smooth execution:</p> <ul style="list-style-type: none"><li>• Setting up and handling all logistics arrangements in close liaison with the external (hotels, conferences centres, etc.) and internal (transport and security services, catering, etc.) entities involved.</li><li>• Dealing with participants (using the JRC's IT applications for organising events - namely MMS and ERS).</li><li>• Creating an agenda for the event together with management, Communications Correspondents, colleagues and other stakeholders.</li><li>• Ensure that all organisational aspects of the events are covered in a uniform and timely manner.</li><li>• Work both independently as well as in a team to guarantee successfulness of all events.</li><li>• Participate in post-event evaluation with the aim of improving weaknesses in the management of future events. Apply QC procedures for events, including follow-up.</li><li>• Assist with general coordination tasks of the team and with the development of the concept definition of corporate event policies or similar outreach events.</li><li>• Support the community of practice for the organisation of events in the JRC (Network4Events)</li></ul>
--	---

	<p><b>Qualifications:</b></p> <p>We look for a dynamic professional with a relevant university degree. We are particularly interested in candidates with knowledge and/or professional experience in the field of external communication activities and event organising.</p> <p>In particular, the successful candidate will have to:</p> <ul style="list-style-type: none"> <li>- be highly reliable and service minded, with a very strong sense of responsibility;</li> <li>- have the capacity to analyse situations, take initiatives, solve problems and deliver results on time;</li> <li>- be capable of working within a team with a good sense of initiative and flexible to take up ad hoc tasks when necessary as well as to sometimes work under tight deadlines;</li> <li>- have excellent inter-personal skills and be able to interact with units in DG JRC and with the management.</li> </ul> <p>A good command of written and spoken English (B2) and French (B2) are required.</p>
<b>Directorate Unit</b>	<p>Knowledge Management Knowledge Management Methodologies, Communities and Dissemination</p> <p>Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>
<b>Indicative duration</b>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<b>JRC Site</b> <b>Country</b>	<p>Brussels</p> <p>Belgium</p>
<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>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><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</p>

	<p>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>
--	--

*Please note that in case a high number of applications is received only shortlisted candidates will be contacted.*