



2020-IPR-H2-FGIII-015392

**FG III - KNOWLEDGE MANAGEMENT
ASSISTANT – SUPPORT TO PUBSY
DEVELOPEMENT**

<p>Position for:</p> <p>FGIII - Knowledge Management 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 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>This position includes developing new concepts for the JRC publications management system and to provide administrative and technical support to the management of JRC publications management (scientific/technical publications and results) including aspects of registration, categorisation and archiving.</p> <p>Apart from assisting with development of new tools, concepts, and functions related to publications management, the candidate is expected to participate in the operation of the management system.</p> <p>The main tasks are:</p> <ul style="list-style-type: none">• Assist the team leader with the development of new tools, concepts and functions for publications management.• Contribute to better exploitation of the JRC's publications repository.• Co-ordinate with different external bodies such as OP and suppliers.• Make proposals for process and system improvements and specify the necessary IT solutions.• Perform analyses and pilot projects on request• Coordinate the Templates Committee.• Operate the PUBSY workflow for selected directorates of the JRC• Analyse user's needs and provide support• Manage the production of epub and the language editing service
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	<p>Qualifications:</p> <p>We look for a dynamic professional with a university degree in library and information sciences, or equivalent experience. We are particularly interested in candidates with knowledge and/or professional experience in the field of managing large databases with scientific publications.</p> <p>The new colleague should show strong interest in publishing and documentation, and be able to work as member of a team with a busy, varied and interesting work agenda. The candidate should have a good sense of organisation, accuracy, responsibility and flexibility. Service culture and good oral and written communication skills are essential. Good knowledge of office software, particularly Excel and Word is required.</p> <p>English C1 is required; knowledge of other languages will be considered an asset.</p>
Directorate Unit	<p>Knowledge Management Knowledge Management Methodologies, Communities and Dissemination</p> <p>Further information: https://ec.europa.eu/jrc/</p>
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	<p>Ispira</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. 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</i></p>

only shortlisted candidates will be contacted.