



2020-BRU-01-FGIV-016108

**FG IV - INFORMATION AND
COMMUNICATION OFFICER**

<p>Position for:</p> <p>FGIV – Information and Communication Officer</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 recently created New European Bauhaus Unit coordinates the design of the New European Bauhaus initiative as announced in the State of The Union Speech of President von der Leyen.</p> <p>The Unit is looking for an information and communication officer, who will for an initial period of 2 years be seconded to DG TAXUD, the Taxation and Customs Union Directorate-General of the Commission in the frame of a staff exchange programme. After two years, the jobholder will return to JRC New European Bauhaus Unit.</p> <p>The Directorate General Taxation and Customs Union's mission is to develop and manage the Customs Union, a foundation of the European Union, and to develop and implement tax policy across the EU for the benefit of citizens, businesses and the Member States.</p> <p>TAXUD Unit is a dynamic and busy unit, responsible for communications, inter-institutional relations and strategic planning in DG TAXUD. We are looking for someone to join our vibrant, creative and friendly communications team, which is responsible for both internal and external communication.</p> <p>During the initial 2 years secondment to TAXUD we propose a challenging position for an experienced, proactive and creative person, who will be responsible for internal communication and organisational development. His/her main focus will be on the:</p> <ul style="list-style-type: none">• Supporting the organisational development of TAXUD, together with the management and HR team, including fostering a culture of transparency, collaboration, learning and knowledge sharing, following up on staff surveys, helping with the implementation of the new HR strategies and ensuring good communication flows between staff and management;• Planning, drafting and implementing internal communication actions for DG TAXUD, including weekly and special newsletters, topic-specific campaigns and content on the intranet;• Planning, coordinating and implementing internal communication events for DG TAXUD, including regular internal events hosted by the senior management, “coffee and learn” sessions on a variety of topics, newcomers’
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	<p>events and social activities;</p> <ul style="list-style-type: none"> • Managing and editing the content and layout of the intranet and SharePoint collaboration platform. <p>We offer a stimulating environment, a very good team-atmosphere and many opportunities to develop and learn.</p> <p>After 2 years the job holder will return to the JRC New European Bauhaus Unit as Information and Communication Officer.</p> <p>Qualifications:</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • At least 5 years of experience in internal communication and organisational development; • Experience in event management and in conceiving, developing and implementing campaigns for staff on a diverse range of issues; • Excellent writing skills (EN) and a creative approach to presentation; • Familiarity with SharePoint and ideally an experience in managing intranets and/or websites and collaborative platforms. <p>He should be open-minded, flexible and creative with excellent interpersonal skills and a proactive attitude, and able to work independently and closely with the team and with colleagues from other Units and DGs/services. He/she should be a strategic thinker and be able to work well under pressure.</p> <p>A solid understanding of both the Commission’s HR policies and internal communications channels would be a strong advantage.</p> <p>The candidate must have excellent English (written and oral, C1). Knowledge of French (B1) and/or other EU languages would be an advantage.</p>
Directorate Unit	<p>European Bauhaus Unit/secondment DG TAXUD</p> <p>Further information: https://ec.europa.eu/jrc/en/about/organisation https://ec.europa.eu/taxation_customs/home_en</p>
Indicative duration	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
JRC Site Country	<p>Brussels</p> <p>Belgium</p>
Rules and eligibility	<p>The candidate must be on a valid EPSO reserve list for Function Group IV contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function Group IV contract staff, you can still apply by following these steps.</p>

You express your interest by applying to the CAST Permanent or to the permanent JRC Call for researchers.

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

2. JRC Call COM/1/2015/GFIV – Research: open-ended selection procedure to create a pool of candidates from which mainly the JRC can recruit contract agents FGIV as researchers. Details available at the link below:

<https://ec.europa.eu/jrc/en/working-with-us/jobs/vacancies/function-group-IV-researchers>

Only then you can apply for this specific position, through <http://recruitment.jrc.ec.europa.eu/?type=AX>

Auxiliary contract staff:

<https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members>

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.

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