



2020-BRU-H1-FGIV-016149

**FG IV - KNOWLEDGE MANAGEMENT  
OFFICER - KNOWLEDGE SHARING AND  
COLLABORATION CONSULTANT**

<p><b>Position for:</b></p> <p><b>FGIV - Knowledge Management Officer</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 for Policy: Concepts and Methods" Unit, belonging to the "Knowledge Management" Directorate, is looking for a motivated and pro-active "Knowledge sharing and collaboration project officer".</p> <p>The mission of the Unit is to understand how to best inform public policy with scientific knowledge in order to:</p> <ul style="list-style-type: none"><li>• Train JRC scientists and Commission policymakers in managing scientific knowledge;</li><li>• Provide advice on how to collaborate and share knowledge;</li><li>• Engage citizens;</li><li>• Support the management of the Commission's country and regional knowledge (in particular for the European Semester);</li><li>• Build knowledge for policy capacity in the Member States and developing countries.</li></ul> <p>We offer a job to help deliver on the part of the unit's mission on collaboration and knowledge sharing in the whole Commission.</p> <p>Are you enthusiastic about getting the most out of new collaboration IT tools? Do you believe that collaboration is as much about people, their habits, and behaviours as the IT tools we use? Are you a good consultant, able to listen to and advise managers and staff about more collaborative methods of working? Are you interested in the best research on how we can work better together?</p> <p>If so, we have a job for you! You would be a core member of the Commission's "One-stop-shop for Collaboration", which provides consultancy advice to all services of the Commission about collaboration and knowledge sharing. The One-Stop-Shop is a joint venture between JRC, HR, DIGIT and SG. It works on the principle that we need to help Commission colleagues to find the best way to collaborate.</p> <p>Main tasks will include:</p> <ul style="list-style-type: none"><li>• Leading and contributing to projects providing consultancy advice to other Commission services on knowledge sharing and collaboration, including on changing work processes, choosing platforms, changing behaviours and practices;</li></ul>
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	<ul style="list-style-type: none"> <li>• Contributing to the review, monitoring and analysis of best practices and latest developments in knowledge sharing and collaboration, especially in public administrations;</li> <li>• Providing analysis of collaboration projects within the Commission, using interviews, surveys etc;</li> <li>• Contributing to establishing and maintaining regular contacts and exchanges with public and / or private international organisations and / or with research institutions and the academic community at large working on knowledge sharing, collaboration and collective intelligence;</li> <li>• Contributing to briefings, programming, reporting etc. to OSS Governance.</li> </ul> <p>Qualifications:</p> <p>Professional experience of at least 3 years is essential in one the following areas: knowledge sharing and collaboration or organisational development.</p> <p>Further experience in the domain of business process re-engineering, community management, change management and/or project management is an asset. A university degree in a domain relevant to the job is an advantage. The successful candidate will have proven experience of consultancy techniques, collaborative tools and platforms and information management.</p> <p>The profile is completed by the following general skills:</p> <ul style="list-style-type: none"> <li>• Team playing mind-set, reliability, sense of responsibility and service culture;</li> <li>• Helping to form and sustain a cross-functional multi-DG team;</li> <li>• Analytical thinking and sound judgement capacity coupled with a spirit of initiative;</li> <li>• Interactive skills and ability to communicate technical or specialised information;</li> <li>• Understanding of clients' needs and concerns;</li> <li>• Problem solving attitude and drive for results;</li> <li>• Planning, prioritising and multitasking attitude;</li> <li>• Good synthesising and writing skills.</li> </ul> <p>Excellent knowledge of English (C2) is essential. Good knowledge of French would also be helpful. Other EU languages are an advantage.</p>
<p><b>Directorate Unit</b></p>	<p>Knowledge Management  Knowledge for Policy: Concepts and Methods</p> <p>Further information:  <a href="https://ec.europa.eu/jrc/communities/community/evidence4policy">https://ec.europa.eu/jrc/communities/community/evidence4policy</a></p>
<p><b>Indicative duration</b></p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>

<p><b>JRC Site</b></p> <p><b>Country</b></p>	<p>Brussels</p> <p>Belgium</p>
<p><b>Rules and eligibility</b></p>	<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> <p>You express your interest by applying to the CAST Permanent or to the permanent JRC Call for researchers.</p> <p>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.  <a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></p> <p>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:  <a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/vacancies/function-group-IV-researchers">https://ec.europa.eu/jrc/en/working-with-us/jobs/vacancies/function-group-IV-researchers</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 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>