



EUROPEAN COMMISSION

JOINT RESEARCH CENTRE

**2021-BRU-R8-FGIV-016988**      **FG IV – Project Officer**  
**JRC Coordinator for infrastructure development and**  
**infrastructure maintenance**

**POSITION FOR:**

Member of the contract staff FGIV – art. 3b of the Conditions of Employment of Other Servants  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

**WE ARE:**

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.

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/>

The current vacancy is within the Budget Execution Unit (JRC.R.8) in Brussels which is part of the Support Services Directorate and namely in the Quality Management and JRC Business processes coordination Team.

The Support Services Directorate of the DG JRC ensures the efficient and effective deployment of the financial and technical resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations. Unlike others DGs, the JRC owns and manages its buildings and related infrastructures on 5 sites beyond headquarters. In line with IAS recommendations, it is necessary to review and streamline general governance on infrastructure development and infrastructure maintenance to remove overlapping activities.

**WE PROPOSE:**

A very interesting and challenging opportunity to develop professionally in a dynamic working environment, in which the spirit of initiative and responsibility of the successful candidate will be able to flourish based on innovative ideas and suggestions to improve the functioning of the organisation.

The jobholder will support the JRC Business Process Owner by coordinating the input from the different sites, enable the process implementation, assess process performance and drive process change to improve performance across the JRC. He/she will define Key Performance Indicators common to all the JRC sites with the aim to respond to IAS audit recommendations on Site Management and Infrastructures and in line with the JRC Audit Action Plan. He/she will identify and disseminate best practices on infrastructure maintenance and development by coordinating the different input from the sites. He/she will support the documentation of the strategy regarding JRC infrastructure development and infrastructure maintenance in the long term, and the corresponding corporate One JRC approach.

**WE LOOK FOR:**

An experienced and a highly motivated candidate able to work in close collaboration with various services, units and sites. He/She must have excellent diplomatic, organisational and analytical skills, a capacity for harmonising proposals coming from multiple sources. He/She should have the ability to communicate clearly, work autonomously (in full respect and information of the hierarchy), be a good team player. He/She must in particular be able to take initiatives and timely report to and draw the attention of his management on any issues within his field of activities.

JRC Brussels main working languages being English, a high level of oral and written proficiency (C1 level) in this language is required. French being the second main working language of the site, a very good command (B2 level) – both orally and in writing – of this language is required as well.

**INDICATIVE CONTRACT'S DURATION:**

36 months initial contract with possible renewals up to maximum 6 years.

**PLACE OF WORK:**

Brussels (BE)

**RULES AND ELIGIBILITY:**

To be eligible for the position, the candidate must be on a valid EPSO reserve list for Function Group IV contract staff.

You can be added to an EPSO reserve list if you complete successfully an EPSO selection procedure.

Candidates who are on a valid EPSO reserve list or have applied to an EPSO selection procedure can apply to this specific position through <http://recruitment.jrc.ec.europa.eu/?type=AX>.

**How to apply to an EPSO selection procedure?**

Apply either to the permanent EPSO call (CAST Permanent) [https://epso.europa.eu/documents/2240\\_en](https://epso.europa.eu/documents/2240_en) or a specialised call for researchers <https://ec.europa.eu/jrc/en/working-with-us/jobs/vacancies/function-group-IV-researchers>

The CAST Permanent reserve list is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union), whereas the specialised reserve list for researchers (JRC Call COM/1/2015/GFIV – Research) is mainly used by the JRC.

**RECRUITMENT POLICY:**

The JRC

- Cultivates a workplace based on respect for other people and the environment.
- Embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.