

**2021-IPR-RI3-FGIII-017011****FG III - Logistic Support Co-ordinator****POSITION FOR:**

Member of the contract staff FGIII – 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 Directorate-General of the European Commission, the DG Joint Research Centre's mission is to support EU policies with independent evidence throughout the whole policy cycle. The DG JRC is located on six sites: Brussels (Headquarters – B), Geel (B), Ispra (IT), Karlsruhe (DE), Petten (NL) and Seville (ES).

The Support Services Directorate of the DG JRC ensures the efficient and effective deployment of the resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations and to make the JRC sites safe, secure and attractive working environments, by providing efficient customer-driven services, to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour to their respective communities at large.

The mission of the Site Management Ispra Department is to make the Ispra site a modern, attractive and effective place to work identifying and ensuring the application of the appropriate safety, security and environmental procedures and measures for the Ispra site. The Department (Dept. I) currently comprises 3 units.

The Logistics unit's mission is to establish, co-ordinate and implement the logistics operations of the Ispra Site responding to the needs of its customers, and to manage efficiently the assets of the site.

The current vacancy is within the Logistics unit in Ispra, which is part of the Site Management Ispra Department.

WE PROPOSE:

We are looking for a dynamic colleague to work on a site-modernisation project referred to as FLEGMA (Fleet management application for service vehicles including service bicycles on the Ispra site).

Main tasks will include:

- Develop, coordinate and implement the governance for service vehicles fleet management and mobility-related informatics applications.
- Liaise with the ICT Unit and make requests of hardware and software as technical responsible. Manage the maintenance and development of mobility related systems including verification of databases and graphic data, and the use of data.
- Advise hierarchy on strategic issues concerning transport, including optimisation of operations, market possibilities and trends, service vehicle fleet strategy.
- Plan and coordinate above activities and ensure timeliness and respect of deadlines.
- Manage stakeholders'/users' relations in the areas of competence, including follow-up of customer needs, customer information and feedback.
- Report to hierarchy necessary data or statistics related to the management of activities.
- Prepare technical specifications, supervise their implementation as technical manager, monitor and validate the results. Interface with users, with the help desk and the ICT Unit and provide users of the Unit and others stakeholders with technical assistance for all aspects related to the use of the mobility applications.
- Plan and organise public procurement activities related to the area of competence (calls for tenders etc.).
- Plan and follow-up budgetary resources related to the area of competence.

WE LOOK FOR:

Suitable candidates will have at least 2 years of project management experience. A desirable asset would be IT experience (both front-end and back-end). The languages of the workplace are Italian and English. B2 level for both languages is required.

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

Ispra (ITALY)

RULES AND ELIGIBILITY:

To be eligible for the position, the candidate must be on a valid EPSO reserve list for Function Group III 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 to the permanent EPSO call (CAST Permanent) https://epso.europa.eu/documents/2240_en. This reserve list is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union).

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.