



2021-BRU-H1-FGIV-018150

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

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 in the "Knowledge for Policy: Concepts and Methods" Unit, of Directorate for "Knowledge Management", which is based in Ispra and Brussels.

Our mission is to understand how to best inform public policy with scientific knowledge in order to:

- Train JRC scientists and Commission policymakers in managing scientific knowledge;
- Provide advice on how to collaborate and share knowledge;
- Engage citizens;
- Support the management of the Commission's country and regional knowledge (in particular for the European Semester);
- Build knowledge for policy capacity in the Member States and developing countries

WE PROPOSE:

Would you like to help the Commission to work better together across organisational boundaries? Are you enthusiastic about making the best use of IT tools? Do you believe that changing the way we work is about people and their working habits, as much as the tools we use? Are you able to listen to and advise managers and staff about collaborative methods of working?

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 to all services of the Commission in the field of 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 the client (any manager in the Commission) to find the best way to collaborate. The One-Stop Shop's biggest project for the moment is the change management for the roll-out of Office365 tools (M365) for the whole Commission.

Main tasks will include:

- Contribution to delivery of Microsoft 365 change management project, including designing strategies, planning, preparing guidance and communication, training, providing users business and technical advice, managing a community of champions, reporting to steering committee, supporting the project team, keeping in touch with DIGIT & Microsoft.
- Leading and contributing to projects providing consultancy advice to other Commission services on knowledge sharing and collaboration, including on changing processes, choosing platforms, changing behaviours and practices.
- Contributing to the review, monitoring and analysis of best practices and latest developments in knowledge sharing and collaboration, especially in public administrations.
- Providing analysis of collaboration projects within the Commission, using interviews, surveys etc.
- 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 in the area of knowledge sharing and collaboration.

- Contributing to briefings, programming, reporting etc. to OSS Governance

WE LOOK FOR:

The ideal candidate should have the following qualifications:

- Professional experience of at least 3 years in one the following areas: knowledge sharing and collaboration or organisational development
- Proven experience of consultancy techniques, collaborative tools and platforms and information management
- Good interpersonal skills and attitude in working in an international environment
- Ability to handle high workload when necessary and deliver under pressure
- Excellent knowledge of oral and written English (C2 level), as the working language is English
- Good communication and presentation skills.

Advantages:

- A university degree in a domain relevant to the job is an advantage
- Further experience in the domain of business process re-engineering, change management and/or project management is an asset
- Knowledge of Microsoft 365
- Experience in working in international organisations or acquired in more than one country

The profile is completed by the following general skills :

- Team playing mind-set, reliability, sense of responsibility and service culture.
- Helping to form and sustain a cross-functional multi-DG team.
- Analytical thinking and sound judgement capacity coupled with a spirit of initiative.

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 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.