

**2022-BRU-I4-FGIII-019648****FG III - Administrative assistant****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 service of the Commission, the mission of DG Joint Research Centre (JRC) 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 Intellectual Property (IP) and Technology Transfer (TT) Unit, Directorate for Competences of the JRC. This unit consists of two teams, the Commission's Central IP Service, a corporate service with responsibilities in the management of intellectual property of the EC, and the TT Competence Centre, reference point for expertise on technology transfer at the EC.

WE PROPOSE:

The purpose of this position is to work in a small team coordinating new initiatives in the competence centre on technology transfer; ensuring the monitoring and follow-up of work items including procurement procedures, studies, conferences meetings and events; assisting the head of unit in matters related to human resources, including recruitment, staff development and rights and obligations. Tasks will include:

- Developing and following up on new initiatives in the field of technology transfer.
- Coordinating with other units and DGs on innovation and technology transfer issues.
- Ensuring correct application of procedures, including processing of files, documents and their transmission.
- Providing support to the team on technology transfer and the head of unit related to a wide array of policy support and administrative matters including recruitment of statutory and non-statutory staff.
- Perform literature reviews and distill syntheses for their possible use at the EU policy level.
- Define TOR with resources and timetable for research projects in thematic areas of innovation policy and technology transfer.
- Draft final reports and organise validation workshops with relevant stakeholders.

WE LOOK FOR:

Someone with an eye for detail who can (learn to) deal with the above tasks autonomously and is flexible. Experience in similar tasks and with EC IT tools is an advantage. A thorough knowledge of English (C1) is required and a good knowledge of French (B1).

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

Brussels (BE)

ELIGIBILITY CRITERIA:

Candidates for this contract agent post shall:

- (i) have passed a valid EPSO CAST selection procedure;

or

– (ii) be registered in the EPSO Permanent CAST https://epso.europa.eu/documents/2240_en

With a valid application number to one of the above, you may then apply for this specific vacancy at JRC through: <http://recruitment.jrc.ec.europa.eu/?type=AX>.

RECRUITMENT POLICY:

The Joint Research Centre

- 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.