



EUROPEAN COMMISSION

JOINT RESEARCH CENTRE

2022-IPR-H2-FGIV-020828

FG IV - Knowledge Management Officer

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 (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 Knowledge Management Methodologies, Communities and Dissemination Unit which is part of the Directorate for Knowledge Management** of the JRC.

We create and coordinate corporate knowledge management methodologies and tools to facilitate access to and mapping of knowledge in support of priority policy areas to the relevant Commission Services. We foster knowledge communities and dissemination by managing the Commission collaboration platforms, by providing guidance for communities of practice, by managing JRC events and exhibitions, visitor centre and by developing novel ways of communicating science and engagement in collaboration with science museums, schools, including digital exhibitions. We manage graphics design and A/V for visually communicating knowledge and manage the publications process of JRC science, the JRC publications repository (PUBSY) and the JRC eLibrary.

WE PROPOSE:

A position as Knowledge Management Officer to contribute to development of value added services by better exploiting JRC knowledge production, scientific publications and open access. The selected candidate will work to systematize knowledge harvesting and mapping, capacity building and steering of related tools. The position also implies drafting reports, briefings, concept project proposals and project management plans as well as data analysis.

WE LOOK FOR:

A dynamic, open-minded and result-oriented team player to complement our team. A good sense of organisation, priority setting, efficiency and initiative are crucial in this function. Essential to the function are excellent analytical skills, ability to communicate in a clear and structured manner, to identify potential issues and to propose solutions, excellent written and oral communication skills and a high sense of responsibility.

The successful candidate should have proven experience in data, information and knowledge management, project management and extensive experience in writing analytical notes, briefings and project plans. Experience in bootstrapping and implementing Knowledge management programmes and initiatives would be an advantage.

The following qualifications are required:

- Master's degree preferably in one of the following areas: knowledge management, information management, organisational development, business management, public administration or equivalent.
- 3 years of successful experience in comprehensive knowledge, information and data management and knowledge sharing as main assignment.
- Experience in project management and change management in an organisational environment is essential.

- Excellent command of written and spoken English is essential (level C2).

The following qualifications are an advantage:

- Experience in knowledge extraction for policy and/or scientific advisory functions.
- Experience of editing/writing texts or guidelines.

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

Ispra

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

or

– (iii) be registered in the specialised call for researchers https://joint-research-centre.ec.europa.eu/working-us/jobs-jrc/temporary-positions/contract-staff-members/function-group-iv/job-opportunities-research-fellows-european-commission_en (used mainly by the JRC).

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.