



2022-IPR-H2-FGIII-021373

**FG III - Knowledge Management Assistant – Events
Organiser**

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 Knowledge Management Methodologies, Communities and Dissemination Unit which is part of the Directorate for Knowledge Management** of the JRC. The unit's mission is to 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 PROPOSE:

A challenging position for an Events Organiser to organise high quality events aiming at increasing the visibility of the JRC, in line with the JRC strategy, in coordination with other JRC and Commission services.

Tasks for this position include:

- Managing all aspects of an assigned event to ensure its smooth execution. To set up and handle all logistics arrangements in close liaison with the external (hotels, conferences centres, etc.) and internal (transport and security services, catering, etc.) entities involved.
- Manage participants (using the JRC's IT applications for organising events). To create an agenda for the event together with management, Communications Correspondents, colleagues and other stakeholders.
- Ensure that all organisational aspects of the events are covered in a uniform and timely manner.
- Work both independently as well as in a team to guarantee successfulness of all events.
- Participate in post-event evaluation with the aim of improving weaknesses in the management of future events. Apply quality procedures for events, including follow-up.
- Assist with general coordination tasks of the team and with the development of the concept definition of corporate event policies or similar outreach events.

WE LOOK FOR:

A dynamic professional with a relevant university degree. We are particularly interested in candidates with knowledge and/or professional experience in the field of external communication activities and event organising.

In particular, the successful candidate will have to:

- be highly reliable and service minded, with a very strong sense of responsibility;
- have the capacity to analyse situations, take initiatives, solve problems and deliver results on time;
- be capable of working within a team with a good sense of initiative and flexible to take up ad hoc tasks when necessary as well as to sometimes work under tight deadlines;
- have excellent inter-personal skills and be able to interact with units in DG JRC and with the management.

English level C1 is required.

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

Ispra (Italy)

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/en/documents/call-expressions-interest-0>

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.