



2022-BRU-H1-FGIII-022148

**FG III - Knowledge Management Assistant - Finance
and Budget**

POSITION FOR:

Member of the contract staff FGIII – art. 3b of the [Conditions of Employment of Other Servants](#)

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 on the [JRC website](#).

The current vacancy is in the **Knowledge for Policy: Concepts and Methods** Unit of the 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:

An exciting assistant's role in an innovative team that tries to change the way science is used in policymaking, in how the Commission works and in how it engages with citizens. Would you like to help this team work more creatively and collaboratively and support its procurement and contract management activities?

Main tasks will include:

- Support to unit's processes for knowledge management and collaboration – e.g. maximising potential for Teams, M365, Knowledge for Policy etc. for the unit's internal and external collaboration projects.
- Identifying new opportunities for administrative innovation in collaboration tools and processes that could be rolled out across the Commission as part of support to work of the One Stop Shop on Knowledge sharing and collaboration.
- Support in the management of subcontracted activities: Contributing to the definition of terms of reference, preparing calls for tender, coordination of contacts with contractors, following up contract performance and delivery.
- Act as OIA responsible for the entire unit. Operational initiation and support to operational initiation, management of framework contracts, monitoring the expenditure and securing financial management in accordance with Commission Financial Regulation.
- Monitoring Institutional and Competitive budget consumption at Unit level. Ensure that a full budget execution file is maintained on the financial operations and a regular review of sleeping commitments.
- Assist programme and project officers in monitoring the programme / project processes: evaluation, negotiation, monitoring of deliverables, attend management and monitoring meetings.
- Provide administrative support to the Unit's management and collaborate with horizontal services at Directorate and DG level in the performance of administrative and human resource management procedures.

WE LOOK FOR:

Candidates with the following essential qualifications:

- Professional experience of at least 3 years as assistant in field of Knowledge Management and/or Finance and Budget
- 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 (C1 level), as the working language is English
- Good communication and presentation skills.

The following will be considered as advantages:

- Experience on project management
- 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)

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](#)

With a valid application number to one of the above, you may then apply for this specific vacancy at JRC through its [vacancy page](#).

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.