



VACANCY NOTICE – 2023-PTT-C-FGIII-022388

Programme Assistant/Liaison Officer (DG.JRC.C)

Type of contract	Member of the European Commission's contract staff, Function Group III (article 3b of the Conditions of Employment of Other Servants)
Duration of contract	36 months (renewable up to maximum 6 years)
Area	Scientific Programme Office Assistant-Liaison Officer
Place of employment	Petten - NL
Indicative basic salary	3028,92 - 3877,46 € (applicable as of 1 st of July 2022) For more detailed information please consult: Working Conditions

WE ARE

The [Joint Research Centre \(JRC\)](#) provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

The current vacancy is with DG Joint Research Centre: 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/>.

Our small team is mainly based in Petten, the Netherlands, at the [energy and health campus](#). The Directorate is located in Petten, Ispra and Seville. A convenient bus service connects our Petten offices to the cities of Alkmaar and Amsterdam while flexible working arrangements apply. Children of employees can attend the [European School in Bergen](#).

The current vacancy is at the **Programme Office, in the Director's office of the 'Energy, Mobility and Climate' Directorate** in Petten, the Netherlands. The 'Energy, Mobility and Climate' Directorate provides support to EU policies and technology innovation related to Energy – to ensure sustainable, safe, secure and efficient energy production, distribution and use, Mobility– to foster sustainable and efficient mobility in Europe and Climate – to provide scientific and technical analyses in support to integrated air quality, climate and related policies.

We offer:

- A dynamic position in an international organisation working at the interface between science and policy.
- As Programme Assistant/Liaison Officer you will work in a dynamic and impactful area of work.



WE PROPOSE

In this position, you will interact with the Director, Programme Manager, heads of unit and deputies, portfolio leadership teams, project leaders, the JRC headquarters in Brussels, JRC support services, DG HR, partner DGs and external partners on Work Programme and administrative issues. The position offers opportunities for a continuous professional development and training.

The main expected tasks include:

- assisting the Directorate's management, portfolio leadership teams and project leaders in organisational, administrative and evaluation aspects of Work Programme planning, management and reporting. This includes the Directorate's activities related to Work Programme life-cycle, human resources and budget allocation management;
- supporting the planning and monitoring of budget and human resources, acting as Liaison officer for the Directorate;
- help as needed with the preparation of replies to requests for information on budget and HR matters;
- providing assistance with the establishment and monitoring of various types of collaboration instruments with external partners.

WE LOOK FOR

We are looking for a dynamic, flexible and committed colleague with a strong sense of professional duty.

The ideal candidate should have:

- Relevant education (post-secondary diploma) and professional experience in the field of operational and administrative support and resources of at least 2 years.
- A good knowledge of spoken and written English is required (B2).
- A good knowledge of IT tools for office automation is essential, i.e. Microsoft Office skills.
- Organisation and prioritisation skills, ability to find solutions, eye for details, deliver quality results on time and work under pressure.
- Knowledge and skills in the area of portfolio and project management would constitute an advantage.
- The candidate should have good interpersonal and communication skills, as the work will involve constant interaction with internal and external stakeholders.

HOW TO APPLY

If you are **already on a valid CAST FG III reserve list**, or you **have already applied to the call below**, you can directly submit your application at <http://recruitment.jrc.ec.europa.eu/?type=AX>.



If not, before applying to this position, **you must register** for the following:

- The [Call for Expressions of Interest | EU Careers \(europa.eu\)](#) (CAST Permanent F G III), which is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union).

The JRC cultivates a workplace based on respect for other people and the environment, and embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.