



VACANCY NOTICE – 2023-BRU-S2002-FGIV-022488

FG IV - Knowledge Management Officer - Knowledge sharing and collaboration

Type of contract	Member of the European Commission's contract staff, Function Group II (article 3b of the Conditions of Employment of Other Servants)
Duration of contract	36 months (renewable up to maximum 6 years)
Area	Knowledge Management
Place of employment	Brussels (BE)
Indicative basic salary	3877,47 - 5616,29 € (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 in the "Science for Democracy and Evidence-Informed Policymaking" Unit of Directorate for "Innovation in Science and Policymaking", which is based in Ispra and Brussels.

Our mission is

- to promote evidence-informed, collaborative policymaking and participatory and deliberative democracy in the Commission and the EU;
- to promote policy impact, knowledge synthesis, collaboration and citizen engagement within the JRC;

through research, innovation, guidance, consultancy advice, training, capacity building and institutional development on collaboration, policymaking and democratic processes inside JRC and Commission and within the EU.

We offer:

An **exciting position as Knowledge Management Officer** in an innovative Unit that tries to promote evidence-informed, collaborative policymaking and participatory and deliberative democracy in the Commission and the EU. Would you like to help the Commission to work better together across organisational boundaries? Are you enthusiastic about making the best use of IT tools? Do you believe that changing the way we work is about people and their working habits, as much as the tools we use? Are you able to listen to and advise managers and staff about collaborative methods of working? If so, we have a job for you!



WE PROPOSE

The jobholder's main tasks will include:

- Contribution to delivery of the Commission's Microsoft 365 change management project, including designing strategies, planning, preparing guidance and communication, training, providing users business and technical advice, managing a community of champions, reporting to steering committee, supporting the project team, keeping in touch with DIGIT & Microsoft.
- Leading and contributing to projects providing consultancy advice to other Commission services on knowledge sharing and collaboration, including on changing processes, choosing platforms, changing behaviours and practices.
- Contributing to the review, monitoring and analysis of best practices and latest developments in knowledge sharing and collaboration, especially in public administrations.
- Providing analysis of collaboration projects within the Commission, using interviews, surveys etc.
- Contributing to establishing and maintaining regular contacts and exchanges with public and / or private international organisations and /or with research institutions and the academic community at large in the area of knowledge sharing and collaboration.
- Contributing to briefings, programming, reporting etc. to M365 Governance

WE LOOK FOR

The ideal candidate should have the following qualifications:

Preferred:

- Professional experience either a practitioner or researcher of at least 3 years in one the following areas: knowledge sharing and collaboration, organisational psychology, collective intelligence or organisational development.
- Proven experience of consultancy techniques, collaborative tools and platforms and information management.
- 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.

Advantages:

- A university degree in a domain relevant to the job is an advantage.
- Further experience in the domain of business process re-engineering, change management and/or project management is an asset.
- 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.

HOW TO APPLY



If you are **already on a valid CAST FG IV reserve list**, or you **have already applied to one of the calls 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 one of the two following:

- the [Call for Expressions of Interest | EU Careers \(europa.eu\)](#) (CAST Permanent FG IV), which is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union), or
- the [specialised call for researchers](#) (JRC Call COM/1/2015/GFIV – Research), which is mainly used by the JRC.

Note that each of the calls above has **different minimum eligibility requirements and different selection tests**.

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.