



VACANCY NOTICE – 2023-BRU-S1-FGIV-022597

POLICY ANALYST

Type of contract	Member of the European Commission's contract staff, Function Group IV (article 3b of the Conditions of Employment of Other Servants)
Duration of contract	36 months (renewable up to maximum 6 years)
Area	Analysis and Intelligence, (Virtual) Community 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 with the EU Policy Lab: Foresight, Design and Behavioural Insights Unit which is based in Brussels. It is part of the Competences Directorate of the JRC which is under the authority of the Director General. Its mission is to strengthen the capacity of the JRC in anticipatory intelligence (horizon scanning, anticipation, foresight), behavioural sciences, design for policy.

The Unit is composed of multidisciplinary teams with teamwork being considered important and actively supported. The selected candidate will mostly work in the Foresight, a team of eighteen economists and policy analysts supporting EU policymaking by providing evidence on Foresight.

The purpose of the job is to deepen the integration of JRC scientific advice into policy making in the EU, notably through the support of foresight and horizon scanning studies contributing to the EU Policy Lab with management and animation of expert and foresight communities as well as communication of the activities of the Competence Centre on Foresight.

We offer:

A position in a dynamic as well as family-friendly work environment, multidisciplinary research fields like policy, horizon scanning and technology foresight in EU policies.

WE PROPOSE

A Brussels-based position as Policy Analyst who will contribute to deepen the integration of JRC scientific advice into policy making in the EU.



The new colleague's responsibilities and tasks will include:

- Establish, manage and animate expert, stakeholder and foresight communities relevant for foresight processes (such as horizon scanning, technology foresight) or specific foresight initiatives and topics
- Organise, participate in meetings and workshops with stakeholders, including European Institutions, accession countries, third countries and / or other (international) organisations
- Support and maintain regular contacts and exchanges with other Directorate Generals of the European Commission, other European Institutions, Member States, third countries, public and / or private international organisations and / or with research institutions and the academic community at large in the area of foresight/horizon scanning and the interface between science and policy
- Manage the online presence of the Competence Centre on Foresight, in particular the maintenance and updating of the Knowledge for Policy website
- Identify possible partnerships and synergies with policy makers within the Commission as well as in the member states for the design, running, dissemination and use of horizon scanning and foresight activities
- Provide input to the JRC multiannual and annual work programme and specific programmes in the light of analysis of the needs of policy DGs
- Identify new research needs in the fields of horizon scanning, foresight studies arising from new policy developments
- Provide advice, briefing, assistance and support to the Directorate General and/or Cabinet on policy developments in customer DGs
- Monitor and analyse policy developments linked to the foresight approach
- Draft and update articles and/or briefings and speeches on foresight/horizon-scanning
- Contribute to the organisation, preparation and running of quantitative and qualitative, stakeholders consultations and meetings aimed at identifying new policy/societal challenges or new research needs.

WE LOOK FOR

We are looking for a motivated and collaborative colleague to join the Competence Centre on Foresight.

Suitable candidates will have:

- a minimum of 3 years of professional experience in the field of community management and communication, ideally within a larger/public organisation;
- thematic expertise relevant for the main activity areas of the Competence Centre on Foresight – sustainability transitions, emerging risks, and technology foresight;
- Experience in understanding and interpreting scientific facts and to transform them in policy-relevant narratives;
- Have hands-on experience in communicating science in online formats (blogs, websites) and management of these formats;
- Excellent knowledge of English (C2 level) drafting and presentation skills;
- The ability to work in teams and to deal with tight deadlines.

In addition, the following qualifications are considered an advantage:

- Experience in conducting research projects independently;
- a good understanding of the policy making processes and of strategic future-oriented analysis



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 \(europa.eu\)](http://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.