



## VACANCY NOTICE 2023-PTT-R2-FGIV-022625

### Project Officer

<b>Type of contract</b>	Member of the European Commission's contract staff, Function Group IV (article 3b of the <a href="#">Conditions of Employment of Other Servants</a> )
<b>Duration of contract</b>	36 months (renewable up to maximum 6 years)
<b>Area</b>	Infrastructure – Civil Engineering
<b>Place of employment</b>	Petten (NL)
<b>Indicative basic salary</b>	3877,47 - 5616,29 € (applicable as of 1 <sup>st</sup> of July 2022) For more detailed information please consult: <a href="#">Working Conditions</a>

#### 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 Directorate R for Support Services. Its mission is to ensure the efficient and effective deployment of the resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations and to make the JRC sites safe, secure and attractive working environments by providing efficient customer driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour of their respective communities at large.

The vacancy is within the Unit "JRC.R.2 Support Services Petten", which task is to support and coordinate the implementation of resource management functions on the specific JRC Site in a client responsive manner and in compliance with all applicable rules and regulations acting as a focus of resource management support to the Directorate of the respective Site. The Unit provides also technical support for the scientific programmes, develops and maintains the infrastructure of the site.

We are looking for a Site Infrastructure and Development project officer in the Infrastructure Team, under the supervision of the Sector Head, to support the coordination, monitoring and execution of projects related to site buildings and civil construction to attain compliance with EMAS 2030 targets on CO<sub>2</sub> reduction, as well reduction in energy use and increased use of renewable energies.

We offer a dynamic position in a multidisciplinary working environment, with a competitive salary and benefits, continuous professional development and training to support the research activities taking place in Petten.

Less than 1 hour from Amsterdam and situated on the coast in the North Holland dunes,



Petten boasts a unique family-friendly physical environment, ideal for outdoor and nature enthusiasts.

The jobholder will join a motivated team of engineers and technicians dedicated to support the mission of JRC in a multitude of policy areas.

## **WE PROPOSE**

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- Coordination and monitoring execution of projects related to site buildings and civil construction to attain compliance with EMAS 2030 targets on CO2 reduction, reduction in energy use and increased use of renewable energies;
- Preparation of technical specifications and follow-up of tendering processes of infrastructure projects related to buildings and civil constructions;
- Preparation of technical specifications and management of contracts for services and works and related to legal and environmental compliance;
- Supervise outsourced and contracted services and monitor quality of their deliverables;
- Participate in other infrastructure projects when appropriate;
- Follow all applicable safety, environment and quality requirements;
- Technical support to the Building Management System
- Follow all applicable safety, environment and quality requirements;
- Responsible for the preparatory work associated with the operational aspects of a transaction (formulation of proposals, estimation of costs, cost/efficiency analysis, technical specifications etc.)
- Monitor contract execution until termination of services and/or delivery of goods

## **WE LOOK FOR**

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The candidate should have a minimum of three years of accomplished university degree in civil engineering, project management, building and facility maintenance and architecture with a minimum of 1 year experience in one or more of the related fields.

The candidate must be able to work in an international and multi-disciplinary team, with good communication skills towards, experts and non-experts and other stakeholders.

The candidate should have excellent communication skills, as the work will involve constant interaction within a wider EU context, good computer skills (Word, Excel), a high level of personal initiative in order to organise his/her own work, be able to analyse quickly and work with a high degree of precision even under stress and also be well-adapted to team working.

A good knowledge of spoken and written English is essential.

Good understanding of relevant administrative requirements preferably acquired in an international organization would be an asset.



## HOW TO APPLY

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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.*