



VACANCY NOTICE – 2023-BRU-A5-FGIV-022626

Business process 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	Policy, Analysis, Advice and Statistics
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 "Quality Improvement and Impact Unit", which is part of the Directorate "Strategy and Impact".

The mission of Directorate is to steer the JRC strategic repositioning with the European Commission, and its engagement with partner DGs, but also with the member countries, international partners and the other stakeholders. The Directorate focuses on the implementation of this strategy in order to lever increased JRC impact through reporting and evaluation, resource planning and inter-institutional activity. The Directorate provides support and advices in terms of legal affairs and hosts the corporate Central IP Service. The Directorate also steers activities aiming to improve the efficiency, effectiveness, quality and impact of the organisation.

The mission of the "Quality Improvement and Impact Unit" is to improve the efficiency, effectiveness, impact and compliance of the JRC.

The JRC has recently started a process of organisational transformation, aiming to enhance stakeholder value and its attractiveness as a place to work. To improve the business processes, covering scientific support to policymaking (its mission) and a range of support processes related to resource and site management, the JRC runs an Integrated Management System and follows the corresponding standards of the internal control framework of the European Commission.

We offer:

A job opportunity within a strategic area of the JRC with the possibility to contribute to the evolution and the improvement of the JRC organisation and its processes.

WE PROPOSE



The jobholder will conduct Business Process Re-engineering reviews in order to improve the efficiency and impact of business processes, using the framework of an Integrated Management System and internal controls.

Main tasks will include:

- Ensure that business processes comply with standards of the Integrated Management System (e.g., setting of objectives, KPIs, targets; monitoring).
- Analyse the process map for opportunities and needs for adaptation and contribute to revisions and updates.
- Conduct Business Process Reengineering reviews.
- Contribute to reports to senior management on improvement opportunities and results.
- Assist with, monitor and report on the improvement actions of business owners.
- Design appropriate trainings for process owners.
- Produce guidance documents for process owners.
- Contribute to internal audits under the Integrated Management System
- Contribute to good information flow between the different members of the sector

WE LOOK FOR

We are looking for a Business Process Analyst with at least three years of job-related experience, in business analysis, process improvement and quality management (essential).

A business management degree would be an advantage.

Good team-working, analytical and drafting skills and capacity to communicate technical information to different audiences are important.

A very good knowledge of English is required (C1).

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.