



VACANCY NOTICE – 2023-BRU-A1001-FGIV-022777

HRM Officer – JRC HR Correspondent Team

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	Human Resources 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 Human Resources and Budget Unit of the Directorate for Strategy and Impact of the JRC.

The HR Correspondent Team supports JRC's management in defining an HR strategy, supporting staff career development efforts, contributing to local talent management initiatives, supervising efficient and effective HR administration by liaising with the "HR for JRC" Unit (at DG HR) and promoting staff well-being, diversity, team-building and learning initiatives across the organisation.

We offer:

The selected candidate will join the JRC HR Correspondent team which supports the JRC Director-General, the JRC management and staff, in the achievement of the organisation's goals. The team defines and helps to implement a HR strategy which is aligned with the JRC's business strategy taking to account the JRC's present and future workforce needs. The team contributes to efficient and effective HR management, liaising with the HR for JRC Unit and the centres of corporate HR expertise. The team supervises the implementation of HR processes, defines learning and career development needs and priorities, ensures strategic workforce planning, contributes to the allocation of resources, leads organisational change. The team also provides support for social dialogue coordination.

WE PROPOSE

Main tasks of the jobholder will include:

- Help the management to ensure that JRC staff have the right competences, are fit and willing to contribute to the fulfilment of organisational goals;



- Coordinate and supervise career development and performance management through the fair implementation of exercises such as internal staff mobility, certification and senior experts/assistants selection and mobility, appraisal and promotion;
- Guide fit@work, diversity, team-building, talent management and learning initiatives in JRC;
- Determine the gap between the DG's present and future workforce needs;
- Contribute in defining an HR strategy which is aligned with business goals;
- Provide input and advice in key HR decisions taken in the DG;
- Contribute to the allocation of resources for the DG, including the use of ATLAS (Activities and Task Logging for the Allocation of Staff);
- Liaise with the DG management, other HR Correspondents, the HR For JRC Unit and the Centre of Expertise for regular meetings, feedback and to contribute to the development of new HR policies;
- Supervise the implementation of HR processes and procedures within the DG in a timely, consistent and fair manner and in accordance with the established rules and principles;
- Define learning priorities and needs for JRC and coordinate the design of customised solutions to meet these needs;
- Ensure clear and adequate two-way communication with relevant stakeholders.

WE LOOK FOR

We are looking for candidates with the following skills:

- Analytical capacity and excellent communication and coordination skills.
- Flexible team player, providing a professional attitude to ensure effective team work within the JRC HR BC Team and coordination with colleagues in other parts of the organisation.
- Minimum of 2 years experience in the HR field is desirable.
- Excellent knowledge of English (C1) and very good (B2) French is required.

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.