



2018-IPR-A-000-010387

**Joint Research Centre Institutional History
Project (iHiP)**

<p>Position for:</p> <p>Trainee 15 positions</p>	<p>As the science and knowledge service of the Commission, the mission of Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: http://www.jrc.ec.europa.eu</p> <p>Short description of activity: This position relates to DG JRC's Institutional History Project (iHiP) and will be located in Ispra, north Italy. From an administrative point of view it is linked to the unit for Interinstitutional, International Relations & Outreach (JRC A.3).</p> <p>The mission of that unit is, inter alia, to manage DG JRC's relations with its strategic stakeholders and to co-ordinate the JRC communication strategy.</p> <p>The position relates to the collaborative institutional History Project (iHiP) that ultimately will deliver a scientifically correct presentation of the 60+ years of the JRC.</p> <p>The trainee will be part of a team that transforms un-sorted paper documents into a modern digital archive and who will work with this archive.</p> <p>The position relates to the digitisation and archiving process, as well as to the preparation of historic highlights, i.e. short stories about relevant events or periods, and other outreach and communication products of the iHiP, based on the digitised documents, under supervision of the Traineeship adviser.</p> <p>Advanced IT-tools will be used for both the archiving as well as the exploitation of the digitised documents, and the trainee will contribute to their optimisation by reviewing</p>
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	<p>and correcting suggestions of the software.</p> <p>The position also includes the provision of administrative support to the iHiP.</p> <p><u>Qualifications:</u></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • University degree (BA or equivalent) in digital humanities, political sciences, journalism, or media studies, or equivalent. • OR any University degree (BA or equivalent) and proven experience with applying advanced AI-tools to the characterisation and analysis of documents. • Knowledge of English language (B2 level). <p><u>Advantage:</u></p> <ul style="list-style-type: none"> • Knowledge or experience in archival sciences, history, library sciences, and document management. • Experience with innovative text mining techniques for the characterisation and analysis of documents. • Ability to read one or more of the following languages: French, German, or Italian. • Proven writing skills. • Experience with working in teams. <p><u>For general eligibility requirements, please read the rules governing the traineeship scheme of the JRC:</u></p> <p>https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/jrc-trainees</p>
Unit / Directorate	<p>DG Joint Research Centre A3 Interinstitutional, International Relations & Outreach Unit</p> <p>Further information: https://ec.europa.eu/jrc</p>
Indicative duration	5 months
Preferred starting date	As soon as possible

JRC Site	Ispra
Country	Italy
<u>JRC contact details</u>	For any technical problems with your application, please contact: HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu