



2021-PTT-R-000-017293

**Trainee – Support in Internal
Communication and events organisation**

<p>Position for:</p> <p>Trainee</p>	<p>As the science and knowledge service of the Commission, the mission of DG 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>The Support Services Directorate of the DG JRC ensures 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 to the their respective community at large.</p> <p>The Support Services Petten Unit's mission is to support and coordinate the implementation of resource management functions on the specific JRC Petten 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. To provide technical support for the scientific programs of the site and to develop and maintain the infrastructure of the site.</p> <p>The current vacancy is in Petten within the Support Services Directorate and namely in the Support Services Petten Unit</p> <p><u>Short description of activity:</u></p> <p>The successful candidate assisted by the Traineeship adviser will have the opportunity to follow and provide support to the organization of a (remote or physical) workshop on procurement.</p> <p>She/He will interact with the laboratories managers in Petten to help on developing a process for the Units' yearly planning of purchases and help on developing the Operational Procurement Network in Petten in way to prepare the organization of an “open door” event for the unit.</p>
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	<p>The traineeship would cover financial and infrastructure functions and will require to participate in internal communication actions.</p> <p><u>Qualifications:</u> The candidate should have a university degree (or its equivalent) in communication, OR events management or related domains is required.</p> <p>A team player capable of managing small-scale events. She/He should be able to plan, organise, implement, report with guidance on communication events and to use out of the box thinking in an international environment.</p> <p><u>Essential:</u> A good level of English is needed (B.2).</p> <p><u>Advantage:</u> A knowledge of Dutch is an advantage.</p> <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	Support Service Petten Unit (R.2) Support Service Directorate
Duration	5 months
Preferred starting date	16/10/2021 to 15/02/2022
JRC Site	Petten
Country	The Netherlands
JRC contact details	<p>For any technical problems with your application, please contact: HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu</p>