



2021-IPR-R-000-018468

**Support to the European Commission
eProcurement programme**

Position for:

Trainee

As the science and knowledge service of the European Commission, the Joint Research Centre's mission is to support EU policies with independent evidence throughout the whole policy cycle. The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <https://ec.europa.eu/jrc/en>

The current vacancy is in Ispra within the Support Services Directorate and namely in the Financial Services Unit.

The Support Services Directorate of the JRC ensures the efficient and effective deployment of the financial and technical resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations. Its mission is also 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 Financial Services Unit's mission is to steer the implementation of modern, harmonised and streamlined financial business processes, systems and services across the JRC and for the e-procurement programme at Commission level. <http://www.jrc.ec.europa.eu>

Short description of activity:

To provide support in the eProcurement programme and namely in the ePreparation process (PPMT).

The trainee will cooperate with staff of the eProcurement sector within the JRC Financial

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| | <p>Services Unit:</p> <p>1) By participating in testing new functionalities and developments of IT procurement tools (PPMT: Public Procurement Management Tool).</p> <p>2) By creating eLearning tutorials (video's, software simulations, possibly through the tool 'Captive') intended for the users. Such tutorials are needed to support all PPMT users in the Commission services, Executive Agencies and future users in other EU organisations.</p> <p>3) By studying and proposing other innovative learning solutions outside classroom environment.</p> <p><u>Qualifications:</u> Interest in learning authoring tools such as Captivate, in order to produce short video demo's or software simulations. Pedagogical awareness and creativity are important assets. Motivated to familiarise with PPMT (Public Procurement Management Tool), testing new functionalities of the tool and being able to communicate (in English) the test results.</p> <p><u>Essential:</u> -Service oriented attitude – being able to step in the end user shoes; -Knowledge of English (C1 level); -Be able to quickly familiarise with new IT tools.</p> <p><u>Advantage:</u> -Basic knowledge in ICT environment. -Basic knowledge in public procurement principles.</p> <p><u>For general eligibility requirements, please read the rules governing the traineeship scheme of the JRC:</u> https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/jrc-trainees</p> |
| Unit /Directorate | JRC.R9 Financial Services Unit |
| Duration | 5 months |
| Preferred starting date | 1 st October 2021 |
| JRC Site | Ispra |
| Country | Italy |

JRC contact details

For any technical problems with your application, please contact:

HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu