



2018-IPR-R-000-9804

**Communication specialist to support
JRC-Ispra site management**

<p>Position for:</p> <p>Trainee</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:</p> <p>At the JRC-Ispra site, the department managing the site is responsible for >2000 staff and >100 buildings and facilities. The successful candidate will support the Site Manager in striving to establish an open, transparent, two-way communication with the staff on site (our 'customers') and to actively seek feedback on and improve the quality of the site management services. A focal point is environmental awareness.</p> <p>The role of the trainee will include, under supervision of the Traineeship adviser:</p> <ul style="list-style-type: none">• Assisting in the organisation of Site Management communication campaigns and events• Designing graphics for posters, leaflets and alike• Participating in Eco-Management and Audit Scheme (EMAS) network meetings• Liaising with and mobilising the JRC Ispra Green Team volunteer group in supporting Site Management EMAS-related events and initiatives• Help manage the Department's presence on the local Intranet <p>Qualifications:</p> <ul style="list-style-type: none">• The candidate should have or be close to attaining a university degree in a relevant topic such as marketing,
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	<p>communication or public relations with a graphic design background or specialism. (the thesis has to match with the subject of the call)</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills in English • Pro-active and service-oriented attitude. <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	JRC.R.I – Site Management Ispra
Indicative duration	5 months
Preferred starting date	As soon as possible
JRC Site	Ispra
Country	Italy
<u>JRC contact details</u>	<p>For any technical problems with your application, please contact:</p> <p>HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu</p>