



**2018-IPR-R-000-9804**

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

<p><b>Position for:</b></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: <a href="http://www.jrc.ec.europa.eu">http://www.jrc.ec.europa.eu</a></p> <p><b>Short description of activity:</b></p> <p>At the JRC-Ispra site, the department managing the site is responsible for &gt;2000 staff and &gt;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"><li>• Assisting in the organisation of Site Management communication campaigns and events</li><li>• Designing graphics for posters, leaflets and alike</li><li>• Participating in Eco-Management and Audit Scheme (EMAS) network meetings</li><li>• Liaising with and mobilising the JRC Ispra Green Team volunteer group in supporting Site Management EMAS-related events and initiatives</li><li>• Help manage the Department's presence on the local Intranet</li></ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"><li>• The candidate should have or be close to attaining a university degree in a relevant topic such as marketing,</li></ul>
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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"> <li>• Excellent oral and written communication skills in English</li> <li>• Pro-active and service-oriented attitude.</li> </ul> <p><b><u>For general eligibility requirements, please read the rules governing the traineeship scheme of the JRC:</u></b></p> <p><a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/jrc-trainees">https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/jrc-trainees</a></p>
<b>Unit / Directorate</b>	JRC.R.I – Site Management Ispra
<b>Indicative duration</b>	5 months
<b>Preferred starting date</b>	As soon as possible
<b>JRC Site</b>	Ispra
<b>Country</b>	Italy
<b><u>JRC contact details</u></b>	<p><b>For any technical problems with your application, please contact:</b></p> <p><a href="mailto:HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu">HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu</a></p>