



**2018-IPR-A-000-9864**

**Trainee on Information Systems  
Technology and Communication**

<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> The Scientific Development Unit is responsible for several programmes aimed at stimulating scientific excellence within the JRC. It manages several programmes such as the Centre for Advanced Studies, the Exploratory Research, Collaborative Doctoral Partnerships, Opening of Research Infrastructure, Science and Art, in collaboration with other JRC units and external stakeholders.</p> <p>We are looking for candidates who will contribute to the effective and timely communication of the unit's activities on the internal and external JRC platforms.</p> <p>The contribution of the trainee, under the supervision of the traineeship adviser, will include:</p> <ul style="list-style-type: none"><li>- the set-up and maintenance of internal and external webpages and keeping content up to date</li><li>- monitoring of community pages and blogs</li><li>- the production of appealing graphic material and animations from existing infographics</li><li>- the preparation of material before and after the events such as meetings and workshops (agendas, leaflets, reports, ...)</li></ul> <p><b>Qualifications:</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"><li>- The candidates must be recent graduates (preferably MSc) in a field relevant for the described position, e.g. information technology, communication and publication, Web Editing, Digital information etc.</li></ul>
--	--

	<ul style="list-style-type: none"> <li>- Ability to create online content and advise users.</li> <li>- Very good knowledge of English (level B2 or higher).</li> <li>- Eye for details, along with critical thinking.</li> <li>- Prioritizing and multitasking</li> <li>- Team playing mind-set, reliability, stress resistance, sense of responsibility and service culture.</li> </ul> <p><b><u>Advantage:</u></b></p> <ul style="list-style-type: none"> <li>- Experience in managing web content and all its related structuring and visualisation. Knowledge in managing JIVE platforms</li> </ul> <p><i>The successful candidate should be able to work independently and as part of a team of other JRC units.</i></p> <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>	<p>Strategy and Work Programme Coordination Scientific Development Unit</p> <p>Further information: <a href="https://ec.europa.eu/jrc/en">https://ec.europa.eu/jrc/en</a></p>
<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> <a href="mailto:HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu">HR-AMC8-RECRUITMENT-TOOLS-SUPPORT@ec.europa.eu</a></p>