



2018-IPR-I2-FGIII-010768

FG III Policy Assistant - Citizen Engagement

Position for:

FG III Policy Assistant

As the science and knowledge service of the Commission, the mission of DG Joint Research Centre (JRC) 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: <http://www.jrc.ec.europa.eu>

The Unit for "Foresight, Behavioural Insights and Design for Policy" is based in Brussels. It is part of the Competences Directorate of the JRC which is under the authority of the Director General. Its mission is to strengthen the capacity of JRC in anticipatory intelligence (horizon scanning, anticipation, foresight), behavioural sciences, design for policy and science and technology studies to progressively combine their methods and approaches into the EU Policy Lab. The main aim of the EU Policy Lab is to bring support innovation in policymaking at EU level. The Unit is composed by a multidisciplinary team where teamwork is fostered.

We are looking for a motivated and collaborative colleague to take the following responsibilities and tasks:

- Support the citizen engagement activities in the Unit;
- Support the organisation of events and work of the Community of Practice on Citizen engagement;
- Support the operationalisation of engagement spaces at the JRC, namely its makerspace and collaborative space.

More precisely the candidate will be involved in:

- Support the maintenance of a community of practice on citizen engagement at the JRC and beyond, including the necessary administrative and outreach tasks;
- Support the organisation of events involving international scientific and practitioners networks, organisation of training and expert workshops;
- Maintain the operationalisation of the makerspace and collaborative space through administrative and other supporting tasks;
- Reporting of activities.

The candidate will work within an interdisciplinary collaborative team with long practice on citizen engagement within a policy context.

Qualifications:

Suitable candidates should have:

- Interdisciplinary background, which can include a combination of two or more of these: social sciences, design, engineering, arts and communication;
- Previous experience with makerspaces;
- Previous experience in citizen and stakeholder engagement;
- Experience in facilitation of interactions (E.g. Workshops focus groups) with participatory methods.

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| | <ul style="list-style-type: none"> • Job-related experience 3 years (desirable); <p>A Very good knowledge of English both written and oral (minimum C1 level) is required.</p> |
| Directorate Unit | <p>Competences Foresight, Behavioural Insights and Design for Policy</p> <p>Further information: http://blogs.ec.europa.eu/eupolicylab/ https://ec.europa.eu/jrc/</p> |
| Indicative duration | 12 months initial contract with possible renewals up to maximum 6 years |
| JRC Site Country | <p>Ispra</p> <p>Italy</p> |
| Rules and eligibility | <p>The candidate must be on any valid EPSO reserve list for Function Group III contract staff.</p> <p>Applicants to the following Call for expression of interest can also be considered:</p> <p>CAST Permanent - EPSO has launched in January 2017 an open-ended selection procedure to create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents. Details available at the link below: https://epso.europa.eu/documents/2240_en</p> <p>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</p> <p>Article 3b of the Conditions of Employment of Other Servants of the European Union applies: the actual period of employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p> |