

NOTICE OF VACANCY SECONDED NATIONAL EXPERTS

1. Directorate general	: DG Joint Research Centre (DG JRC)
- Directorate	: Programmes and Stakeholder Relations (A)
- Unit	: Customer and Stakeholder Relations
-Place	: Square de Meeûs, 8, B-1049 Brussels
- Head of Unit	: Giancarlo Caratti
	Tel. +322 26961516
- Suggested date of beginning	: 1 February 2009

2. Main Areas of Responsibility

The Unit Customer and Stakeholder Relations belongs to the Joint Research Centre, a Directorate General of the European Commission whose mission is to provide scientific and technical support to the European policymaking process. Since April 2007, the Unit is responsible for the management of the JRC customer and stakeholders portfolio who are external to the European Commission, as well as the relations with the European Parliament and the support to the operation of the JRC Board of Governors. The unit is also responsible for promoting collaboration with MS, third countries and international organisations. Significant effort is deployed in fostering JRC relations with the EU Candidate Countries, FP7 Associated Countries and European Neighbourhood Policy Partner Countries.

The unit is seeking a dynamic Seconded National Expert (SNE) to:

- 1) support the coordination of the network of JRC National Contact Points, which includes representatives from all the EU MS and FP7 Associated Countries. This implies maintaining an active interface with the network members and provides them with relevant JRC documents / analyses, listen to their needs and stimulate bilateral cooperation.
- 2) maintain a repository of JRC collaborations with external organisations, which includes information and statistics on collaborations within JRC institutional projects, indirect actions and collaboration agreements.
- 3) Develop contacts and promote JRC collaboration with selected major S&T organisations in the EU.

3. Main qualifications:

A university graduate with preference on a scientific, economic or political science. An additional diploma in science/management/policy would be a plus. At least 2 years' work experience, preferably in research or scientific management / organisation. Past experience with the EU Framework Programme would be an asset particularly for coordination and dissemination, as well as some experience with the JRC. Strong communication skills required, both oral and written. Knowledge of main informatics tools.

4. Languages:

Good command of English required.

DG JRC applies an equal opportunity policy.