



2013-PTT-A6-FGII-1802

FG II Information and Communication Assistant

Position for:

FG II Information and Communication Assistant in Public Relations and Internal/External Communication

The vacancy is in the Scientific Policy and Stakeholder Relations Directorate, External Communication Unit. We are looking for a candidate to be based at the Institute for Energy and Transport in Petten (NL).

The public relations support covers the whole spectrum of communication. Multi-tasking, flexibility and a team player mentality is critical.

Depending on the qualifications and experience of the candidate, typical areas of work could include:

- Administrative support to the PR team
- Internal communication at Institute level
- External communication with all stakeholders
- Editing & production of PR documentation
- Co-ordination of events
- Graphical design of PR material
- Representation of the Institute and the JRC at events
- Liaison with local and national authorities

Qualification and/or experience in one or more of the following areas is required:

- Public relations
- Communication
- Media
- Social sciences
- European or political studies
- Graphical design

Good knowledge of spoken and written English is compulsory. Knowledge of Dutch and/or Italian is an advantage.

Institute/Directorate Unit	Scientific Policy and Stakeholder Relations Directorate External Communication Unit (A.6) Further information: http://ec.europa.eu/dgs/jrc/ http://iet.jrc.ec.europa.eu
Indicative duration	12 months initial contract with a possible renewal up to maximum 36 months
JRC Site Country	Petten The Netherlands
Rules and eligibility	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff.</p> <p>Candidates who have already worked within the Commission for three years as auxiliary contract staff members are NOT eligible.</p> <p>Auxiliary contract staff: http://ec.europa.eu/dgs/jrc/index.cfm?id=3730 </p>