



European Research Council
Executive Agency

Established by the European Commission

VACANCY NOTICE

REFERENCE	ERCEA/IAM/02/2025
SELECTION	Temporary Agent Inter-Agency Mobility
JOB TITLE	Knowledge Management Agent
CONTRACT TYPE	Temporary Agent 2(f)
GRADE BRACKET	AD 5 - AD 12
DEADLINE FOR APPLICATIONS	28 May 2025 by 12:00 (midday) Brussels time (CEST)

The European Research Council Executive Agency (ERCEA) is dedicated to selecting and funding the excellent ideas that have not happened yet and the scientists that are dreaming them up. In practice, the ERCEA supports the work of the European Research Council (ERC), the first pan-European funding body sustaining excellent frontier research in Europe, set up by the European Union in February 2007.

The ERCEA is dedicated to excellence in research and in all aspects of its work, and seeks to attract professional, highly motivated staff with the right qualifications and expertise. The working environment at the ERCEA is modern, inspiring and engaging. The ERCEA is a dynamic organisation, offering possibilities for professional growth and development. The Agency is situated in the heart of Brussels.

The ERCEA is looking for a **Knowledge Management Agent** to join the ERCEA Director's Office.

The Director's office is composed of a small, dedicated team that supports the work of the ERCEA Director and helps them in fulfilling the Agency's mission. The team coordinates and monitors administrative processes and facilitates effective communication and collaboration across the Agency, with the ERC Scientific Council, and the European Commission, ensuring the timely delivery of expected outcomes.

The Knowledge Management Agent plays a key role in fostering a strong knowledge management culture and promoting effective knowledge sharing practices across the Agency. This role ensures a cohesive and impactful approach to knowledge management by supporting communication and collaboration throughout the organisation, contributing to the development of a knowledge management strategy under the guidance of the Agency's Knowledge Management Steering Committee.

The Knowledge Management Agent works closely with various teams, units, and colleagues across the Agency to promote a smooth information flow and effective knowledge sharing and exchange.

1. JOB DESCRIPTION

Operational and administrative support and resources

- Provide day-to-day administrative support for the ERCEA Knowledge Management Steering Committee, including planning, agenda, minutes, reports and regular updates to the Agency's management team.
- Under the guidance of the ERCEA Knowledge Management Steering Committee, chaired by the ERCEA Director, develop a knowledge management strategy for the Agency.
- Liaise and collaborate internally with the IT, Legal and HR units, the internal communication team, the scientific department and colleagues across the Agency to enhance a smoother flow of information and knowledge sharing and exchange.

Program/process/project management

- Develop, coordinate and implement knowledge management initiatives and projects, identify and document critical organisational and scientific knowledge, and establish best practices for capturing, storing and sharing knowledge across teams in the Agency.

IT support and infrastructure

- Oversee the knowledge collection and access of knowledge in repositories, databases and content management systems in the Agency's IT environment, support the use of knowledge management tools, such as document management systems, AI-driven knowledge bases and learning management systems.
- Design knowledge management solutions that leverage information in existing business tools (without duplication).

IT business analysis

- Stay updated on knowledge management trends and emerging technologies.
- Monitor the performance of collaborative tools and gather user feedback to enhance the collaborative environment and ensure the tools meet the organisation's objectives.

Internal communication

- Promote best knowledge management practices and knowledge-sharing activities across the organisation, organise training sessions and workshops.
- Manage internal collaboration platforms (e.g., SPO, repositories) in collaboration with the internal communication team and the IT unit and facilitate knowledge-sharing communities and networks.
- Collaborate with the internal communication team on the promotion of knowledge management activities, provide information and content for communication purposes.
- Develop strategies and systems for knowledge retention and succession planning.

Institution-level coordination and consultation

- Stay connected to the Commission's knowledge management networks to keep up to date with developments in the broader Agency's environment.

2. ELIGIBILITY CRITERIA

Candidates will be considered eligible for this selection based on the following formal criteria to be fulfilled by the deadline of applications (including those referred to in Article 12(2) of the CEOS):

- a. Be a Temporary Agent 2(f), in Union Agencies in the meaning of Article 1(a)(2) of the Staff Regulations, who on the closing date for applications is employed within their Agency in a grade corresponding to the published grade bracket (AD 5 – AD 12).
- b. Temporary staff 2(f) referred to in criterion (a) should have:
 - At least two years' service within their Agency before moving.
 - Successfully completed the probationary period provided in Article 14 of CEOS.

3. SELECTION CRITERIA

Candidates need to make explicitly clear in their application how and to what extent they meet the selection criteria.

The applications of candidates that do not meet one or more of the essential selection criteria will not be evaluated further.

Candidates must fulfil the following selection criteria by the deadline of applications:

Essential selection criteria

- Specialist experience of at least 2 years in knowledge management, including a track record in developing and implementing knowledge management strategies and/or projects, expertise with technical corporate solutions and change management.
- Excellent knowledge of English: spoken and written skills equivalent to **level C1** or higher level for working purposes.

Advantageous selection criteria

- Experience in project management and familiarity with one or several project management methodologies in view of planning, managing and concluding projects.
- Specialist experience in collaboration and knowledge management tools to drive digital transformation initiatives related to knowledge management in their organisation.
- Experience in data and information architecture, including expertise in knowledge taxonomies and ontologies, indexing strategies and knowledge graphs.
- Experience in change management techniques (preferably with the Prosci methodology including the ADKAR and PCT models).
- Experience in fostering and promoting a culture of knowledge sharing within public organisations.

Job-related competencies

- Proficiency in corporate solutions for collaboration and knowledge management, such as SharePoint Online, MS 365 and Teams.
- Understanding of repositories and document management systems.
- Ability to analyse key knowledge areas as well as knowledge usage patterns and gaps.
- Good understanding of text analytics, sentiment analysis and user behaviour tracking.
- Ability to analyse and structure information and information needs in the organisation.
- Ability to work in a proactive and autonomous way.
- Strength in initiating and driving projects to completion.
- Preparedness to align work with the Agency's priorities and coordinate with colleagues in different functions (stakeholder engagement and cross-department collaboration).
- Readiness to advocate for knowledge management initiatives at the leadership level.
- Ability to find innovative solutions to technical problems and bureaucratic/organisational constraints.
- Ability to communicate technical or specialised information in various formats and adapt messaging for different purposes and audiences.
- Ability to handle and mitigate resistance.
- Resilience.
- Perseverance.

4. HOW TO APPLY

If you are interested in joining our team and the ERCEA, please submit:

- 1 A Curriculum Vitae in English, in Europass format**
The CV must be saved with the title:
FAMILY NAME – ERCEA-IAM-02-2025 – CV.

→ Please find the CV Europass format [here](#).
- 2 A motivation letter in English.**
The motivation letter must be saved with the title:
FAMILY NAME – ERCEA-IAM-02-2025 – motivation letter.
- 3 Information extracted from SYSPER, an HR certificate, or the current contract to demonstrate the fulfilment of the eligibility criteria.**

By 28 May 2025 at 12:00 (midday) Brussels time (CEST) to
ERC-SELECTION@ec.europa.eu

If the application has been submitted successfully, candidates will receive a confirmation e-mail within three working days.

Candidates are strongly advised not to leave the submission process to the last minute. The ERCEA cannot be held responsible for any delay due to, for example, heavy internet traffic or connection difficulties.

In the case of multiple submissions, only the latest valid and complete application will be considered.

Candidates are responsible for the information they provide and for ensuring that all the information is complete and correct before submitting the application.

Candidates will be disqualified if they do not:

- Meet all the eligibility criteria;
- Send a complete application including all requested elements;
- Complete the CV and motivation letter in English;
- Send their application by the deadline.

Furthermore, if it is established at any point in time that the information in an application has been falsified, candidates will be disqualified from the selection process.

At any stage of the selection, the ERCEA can request candidates to present, for example, certified copies of degrees, diplomas, references, proof of experience. These documents should not be sent during the selection process, except upon request of the ERCEA.

All correspondence regarding this Vacancy Notice will be in English and will be made to the e-mail address through which candidates submitted their application. Should candidates' e-mail address change, they are asked to inform ERC-SELECTION@ec.europa.eu.

5. NEXT STEPS

- After the deadline of applications, the HR Unit and the recruiting service will conduct the eligibility check and shortlisting in line with the eligibility and selection criteria elaborated above.
- Eligible and shortlisted candidates will be invited to an interview conducted in English and a possible written test. The exact modalities will be outlined in the invitation to the interview.
- A Recruitment Panel consisting of at least two members from the recruiting service, an HR Representative and possibly a member from another service, will interview the shortlisted candidates. Any contact made by the candidates or third parties with the Recruitment Panel in relation to this selection process constitutes grounds for disqualification from the selection process.
- The interviews would take place as of June 2025. Please note that, as a general rule, for organisational purposes, appointments set by the ERCEA cannot be changed at the candidates' request.
- In parallel with the publication of this Temporary Agent Inter-Agency Mobility notice, the post will also be published internally. Additionally, in accordance with the applicable regulatory framework, the recruiting service will screen existing Reserve Lists.

6. EQUAL OPPORTUNITIES

The ERCEA values difference and promotes equality. We apply a policy of equal opportunities and accept applications without discrimination on any grounds, such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation, as per Article 1(d)(1) of the Staff Regulations.

7. PROTECTION OF PERSONAL DATA

The ERCEA ensures that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Official Journal of the European Communities, L 295 of 21 November 2018). This applies in particular to the confidentiality and security of such data.

Candidates are invited to carefully read the [Data Protection Notice](#), which provides useful information about the processing of their personal data and relevant rights.

8. APPEAL PROCEDURES

The ERCEA and the Selection Committees operate within the context of the general principles of European Union law as interpreted by the Courts. In assessing candidates' merits, Selection Committees observe the principle of equal treatment. If candidates nevertheless believe that one of these principles has not been applied in their case, they have the right, within 10 calendar days from the date when they receive notification of the decision that was sent to them, to request a review by sending an e-mail stating their reasons to ERC-SELECTION@ec.europa.eu.

If, at any stage of the selection process, candidates consider that their interests have been prejudiced by a particular decision, or lack thereof, they can, within three months from the date on which candidates are notified of the act adversely affecting them, or lack thereof, lodge an administrative complaint pursuant to Article 90(2) of the Staff Regulations, at ERC-SELECTION@ec.europa.eu, only if the rules governing the selection process have clearly been infringed. The Appointing Authority of the ERCEA cannot overturn a value judgement (i.e., the quality of a candidate's performance in a written or oral test or the relevance of qualifications and professional experience) made by the Selection Committee.

More information on appeal procedures may be found [here](#).