

The EU is looking for specialists in the field of archivistics/record management

The **EU institutions** are looking for motivated administrators and assistants with expertise and professional experience in the field of records, archives and information management.

As an **administrator**, you will be developing, implementing and monitoring policies and strategies for records, archives and information management, including capture, selection and retention, digital preservation, content management and information retrieval. Duties may include leading a team as well as providing advice and training for staff members. You will ensure that the Institutions manage their archives, information and documents in accordance with the applicable legal framework, including confidentiality, access to documents and data protection legislation.

As an **assistant**, you will contribute to the implementation of records, archives and information management, and the development and use of dedicated IT systems. Duties may include collecting, sorting and indexing, classifying and preserving documents, providing support to colleagues as well as assisting internal and external clients to find and retrieve information and documents.

To apply for the administrator profile, you need a university degree of at least **3 years**. The diploma must include at least **2 years** of studies or training in archives, information/knowledge management or records management or be accompanied by a diploma in archives, information/knowledge management or records management. Additionally, you will need to have at least **3 years** of professional experience relevant to the duties.

To apply for the assistant profile, you need a post-secondary diploma from the field followed by at least **3 years** of relevant professional experience. You can also apply if you have a diploma giving access to post-secondary education or if you have had professional training, ([please see details in the Notice of Competition](#)) both followed by at least **6 years** of professional experience relevant to the duties.

For both profiles, you must have a thorough knowledge of one of the 24 EU languages and a satisfactory knowledge of **English** or **French**.

As an employer, the EU offers a community of expertise with a wide range of opportunities to broaden your learning, enhance your skills, and develop your career. Respect for cultural diversity and promotion of equal opportunities are founding principles of the EU. You will be working in multicultural, international and diverse teams to benefit the lives of over 500 million EU citizens and beyond.

You can **apply** from **13 September to 16 October 2018**, 12.00 midday, Brussels time. For more information, please visit archivists.eu-careers.eu.

Reference: EPSO/AD/362/18, EPSO/AST/145/18

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