



Association Européenne pour l'Information  
sur le Développement Local a.s.b.l

## Looking for a motivated and proactive junior documentalist

**Location:** Brussels

**Type of contract:** Full-time, one-year renewable fixed-term contract

### The European Association for Information on Local Development (AEIDL)

#### ***Mission***

AEIDL is convinced that local initiatives, citizen involvement, social innovation and experimentation can contribute to building a Europe rich in the diversity of its landscapes, communities and cultures.

#### ***Activities***

Founded in 1988 on the basis of the ELISE programme (European Local Initiatives System of Exchanges) and initially active in the field of employment, training and socio-professional integration policies, AEIDL expanded during the 1990s, particularly in the field of rural development, notably through the LEADER European Observatory which it coordinated.

Today, AEIDL's activities and field of expertise are widely diversified and mainly cover the environment and sustainable development, territorial development (rural, urban, regional, etc.), employment, social affairs and citizenship, including training and professional integration, support for small and medium-sized enterprises and social innovation.

Coming from different countries, the members of the General Assembly, the Board and the staff of the Association are active in one or other of these fields.

Similarly, the nature of the services provided by AEIDL, initially centred on information and network animation - information management, communication, publication, event organisation, website creation - has gradually been extended to the consultancy and evaluation as the Association's expertise has become stronger and more diversified.

More information on [www.aeidl.eu](http://www.aeidl.eu)

### The Knowledge Management team

The documentalist will join the Knowledge Management (KM) team - made up of four people in charge of setting up tools and processes to facilitate the transfer of information and knowledge between AEIDL's different teams and projects.

The KM team is currently launching its information and knowledge management platform (under Kentika - [www.kentika.net](http://www.kentika.net)), which centralises different types of information useful to the association's staff or relevant to readers/specialists in European affairs and sustainable local



development, and it is in the process of launching a multimedia management platform (under ResourceSpace - <https://www.resourcespace.com>).

We are also working on various projects and contracts where other online documentary and database tools are used.

### **Main tasks**

Technical support for the implementation, development and improvement of the information platform, including the implementation of tools for monitoring and managing information flows (workflow).

Implementation of the GDPR in different projects and contracts, and at the association level.

Ongoing contribution to the supply of specialised content, via different tools and platforms:

for projects (ECOCs, SHERPA, EMEN, DESIRA...),

for AEIDL's internal knowledge management (via the Kentika and ResourceSpace platforms):

projects, images, videos and documents.

Contacts with users: needs analysis, document collection, platform promotion and follow-up.

Information collection on European policies, local development, environment and social innovation.

### **Profile**

#### ***Diploma and technical skills:***

Master's level in Information and documentation management, with initial experience in the field.

Experience with professional documentation software - experience with Kentika is an asset.

Very good knowledge and practical skills in information technology and web - experience or training in programming is a plus.

#### ***Knowledge:***

A general knowledge of European affairs (legislation, markets, events) and/or AEIDL's thematic areas will be useful.

Excellent level of English and French, both spoken and written. Knowledge of one or more other European languages is an asset.

#### ***Personal characteristics and social skills:***

We are looking for motivated and proactive staff who are able to work in a multidisciplinary and international team.

Qualities:

Structure, rigour and seriousness.

Sense of service.

Dynamism and intellectual curiosity.



Team spirit and cooperative, solution-oriented.  
Open-minded to other professions and disciplines.  
Ability to work independently while respecting precise instructions.

### **Interested?**

Send your CV in English in the [Europass format](#) and your cover letter to the attention of Christophe Thévignot at [cv@aeidl.eu](mailto:cv@aeidl.eu), mentioning in the subject line the reference "Junior Documentalist", by **7 February 2020 at the latest**.

Incomplete applications will not be taken into consideration.  
Please note that follow-up will only be given to pre-selected applications.

NB: AEIDL is committed to equal opportunities and encourages diversity among its staff, particularly in terms of gender, nationality and culture. People with disabilities are therefore also encouraged to apply. As far as possible, we will endeavour to offer adapted working conditions as early as the recruitment phase.

