



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

Junior Documentalist

[AEIDL](#), the European Association for Information on Local Development, is seeking an enthusiastic and highly motivated Junior Documentalist to undertake tasks on a range of projects.

The post will support the Knowledge Management unit, setting up tools and processes to facilitate the transfer of information and knowledge between AEIDL's different teams and projects.

The documentalist will also maintain and develop information and knowledge and multimedia management platforms that centralise different types of information useful to the association's staff or relevant to readers/specialists in European affairs and sustainable local development.

The post is offered on a half-time basis, with a contract period of one year, with the possibility of extension.

Role and responsibilities:

The Junior Documentalist will report to the Head of Knowledge Management, and will take on the delivery of a range of tasks including:

- Technical support for the implementation, development and improvement of the information platform, including the implementation of tools for monitoring and managing information flows.
- Implementation of GDPR compliance measures in different projects and contracts, and at the association level.
- Ongoing contribution and encoding of specialised content and data, via different tools and platforms:



- for AEIDL’s internal knowledge management (via the [Kentika](#) and [ResourceSpace](#) platforms): projects, images, videos and documents,
- for individual [projects](#) (ECoCs, SHERPA, EPIC, DESIRA, LIFE/Neemo, etc.).
- Support the integration of the internal resource centre with the public AEIDL web site
- Contact with users: needs analysis, document collection, platform promotion and follow-up.
- Information collection on European policies, local development, environment and social innovation.

Qualifications and experience:

Essential	Desirable
Master’s level in Information and documentation management, with at least 1 year experience in the field.	A general knowledge of European affairs (legislation, markets, events) and/or AEIDL’s thematic areas would be considered an asset.
Experience with professional information and documentation management software.	Knowledge of one or more other European languages is an asset.
Structure, rigour and seriousness.	Experience or training in programming is a plus.
Dynamism and intellectual curiosity.	Experience with Kentika and/or ResourceSpace would be an asset.
Team spirit and a cooperative, solution-oriented mindset.	
Open-minded to other professions and disciplines.	
Ability to work independently while following precise instructions.	
Very good knowledge and practical skills in information technology and web.	
Excellent level of English and French,	



both spoken and written.

Application process

Send your CV in English in the [Europass format](#) with a short cover letter to cv@aeidl.eu with the subject line **Junior Documentalist** by **28/04/2021**. Please note that only shortlisted candidates will be contacted after the closing date.

Who we are:

AEIDL was founded in 1988 by like-minded individuals who believed that European integration can make a positive contribution to citizenship and to the sustainable development of communities.

AEIDL's thematic expertise ranges from environment, sustainable territorial development; employment, migration and citizenship, to enterprise and integration, social policy, social innovation and public service modernisation.

The Association offers a range of professional services, including information management, web and digital communication; events, capacity building, and network animation; publications, social media and video services, as well as technical assistance, evaluation and consultancy services for a broad range of European contracts.

We are based in the heart of Brussels, hosting a diverse, international team of skilled, motivated and dynamic experts, delivering high-quality services to our clients.



The personal data contained in applications sent in response to job offers are collected and recorded by AEIDL's HR/KM departments in accordance with the General Data Protection Regulations concerning the protection of personal data. These data will be processed by authorised persons only to be able to assess your application for potential recruitment and will be kept for the time necessary to achieve this purpose. You may request access to your personal data and, if necessary, have them corrected. You also have the right to have them deleted, transferred, request a limitation of their processing or to object to it.

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