## 2018-KRU-G1-FGII-9748

## FG II - Administrative Assistant - Assets & Inventory, Main Store

Position for:  FG II – Administrative Assistant - Assets & Inventory, Main Store	As the science and knowledge service of the Commission, the mission of DG Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.  The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <a href="https://ec.europa.eu/jrc/en">https://ec.europa.eu/jrc/en</a> Within the Directorate G for "Nuclear Safety and Security" Karlsruhe, the unit JRC Sites Radiation Protection and Security is responsible for nuclear infrastructure and radiation protection on site. Within the unit, the group New Buildings and Logistics - to which the position is assigned - is in charge of the main store.  Qualifications: The job holder will take the inventory of all goods, entering the JRC Karlsruhe site and the de-inventory of old installations and items which will be sorted out and disposed of. He/she will organise regular meetings with nominated staff in which decisions about the de-inventory will be taken and write minutes of these meetings. He/she will also provide the asset management annual report.  The successful candidate should ideally have education in one of the following fields, such as accountancy, purchase, procurement or similar and a job-related experience of 2 years. A job-specific training and an introduction to the Commission's IT tools will be provided. She/he should have good knowledge of German (B1) and English (B1). French would be of advantage.
Directorate Unit	Nuclear Safety and Security Karlsruhe JRC Sites Radiation Protection and Security Further information: <a href="https://ec.europa.eu/jrc/en">https://ec.europa.eu/jrc/en</a>
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Karlsruhe Germany
Rules and eligibility	The candidate must be on a valid EPSO reserve list for Function Group II contract staff.  Applicants to the following Calls for expression of interest can also be considered:  CAST Permanent - EPSO has launched in January 2017 an open-ended selection procedure to create a pool of

candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents. Details available at the link below: <a href="https://epso.europa.eu/documents/2240">https://epso.europa.eu/documents/2240</a> en

## **Auxiliary contract staff:**

https://ec.europa.eu/jrc/en/working-withus/jobs/temporary-positions/contract-staff-members

Please note that due to the high number of applications received only shortlisted candidates will be contacted.