



2018-SVQ-B5-FGII-010124

FGII - Unit Secretary

<p>Position for: FG II – Unit Secretary</p>	<p>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.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: : https://ec.europa.eu/jrc/</p> <p>The Unit "Circular Economy and Industrial Leadership" is looking for a secretary to provide administrative support and contribute to the team's overall objectives.</p> <p>The selected candidate will be in charge of a wide range of tasks including, but not limited to:</p> <ul style="list-style-type: none"> - draft/review documents (notes, contracts, etc.); launch and follow up their Ares signature/registration/filing; - verify staff mission requests and statement of expenses; - organise meetings and workshops including financial commitment and budget follow-up; - provide assistance to the Unit Management in all tasks such as holidays, absences, training; <p>The candidate should be a motivated and dynamic person able to learn and to adapt to the EC environment and work.</p> <p>It would be an asset to have experience in one or more of the following tools and related administrative processes: Outlook, Ares, MIPS, Word, Excel, Powerpoint, Sysper2, Abac, Syslog, Jipsy, TAS2.</p> <p>The successful candidate must be able to work as part of a team but is also expected to work autonomously. She/he must be dynamic, well organised, able to take initiative and have a service-minded attitude. Good written and spoken knowledge of English is essential and knowledge of Spanish is an asset.</p>
<p>Directorate Unit</p>	<p>Growth and Innovation Circular Economy and Industrial Leadership</p> <p>Further information: https://ec.europa.eu/jrc/en/research-topic/sustainable-production-and-consumption</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p>JRC Site Country</p>	<p>Seville Spain</p>

Rules and eligibility	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff:</p> <p>Or have applied to the Secretaries/Clerks (CAST Permanent) FGII</p> <p>https://epso.europa.eu/apply/job-offers/cast/2100/description_en</p> <p>Auxiliary contract staff: http://ec.europa.eu/civil_service/job/contract/index_en.htm</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>
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