



2018-PTT-R2-FGII-010513

FG II – Logistics/Finance Agent

<p>Position for:</p> <p>FGII – Logistics/Finance Agent</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>In the Support Service Unit Petten there is a vacancy for a Contract Agent FGII in the Logistics and/or Finance Team to perform some of the following tasks under the supervision of the Sector Head or AST staff as assigned:</p> <ul style="list-style-type: none">- Reception of incoming goods and registration in ABAC Assets in cooperation with the central store- Running the physical archive of the Petten site in cooperation with the CAD and DMO- Assistance on all purchase and procurement relevant matters including through and by means of electronic workflows (JIPSY, ABAC, etc.)- Processing of relevant requests to order (RTO)- Contribution to the work of the Team, Sector and Unit as otherwise assigned including other logistics support tasks and archiving <p>Qualifications:</p> <ul style="list-style-type: none">- Relevant education and professional experience in the financial, logistics, archiving or related areas acquired within a public/private national or international organization- A good knowledge of spoken and written English is required (B2)- Given the fact that many contacts with suppliers/contractors are in Dutch, skills in that language would constitute an advantage.- The candidate should have good communication skills, as the work will involve constant interaction with both internal and external stakeholders- The candidate should be able to analyse quickly and work with a high degree of precision even under stress. <p>The JRC applies an equal opportunities policy - in case of equal merit, preference will be given to the gender in minority.</p>
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Directorate Unit	Directorate Support Services Support Services Unit, R.2 Further information: https://ec.europa.eu/jrc/en
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Petten The Netherlands
Rules and eligibility	<p>The candidate must be on any valid EPSO reserve list for Function Group II contract staff.</p> <p>Applicants to the following Calls for expression of interest can also be considered:</p> <p>1. 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: https://epso.europa.eu/documents/2240_en</p> <p>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</p> <p>Article 3b of the Conditions of Employment of Other Servants of the European Union applies: the actual period of employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>