



2018-BRU-R9-FGII-010570

FG II – Secretary

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| <p>Position for:</p> <p>FGII– 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 Budget and Accounting unit is part of the Directorate for Support Services and serves as the JRC's focal point for the execution of the budget, the efficient and equitable allocation and management of financial resources and the monitoring and timely accounting of financial transactions. Furthermore, guidance and administrative support is provided for the JRC's contractual activities and for Quality Management.</p> <p>The Budget and Accounting unit is looking for a secretary to provide administrative support to the Unit in the execution of their tasks, and more specifically, with the follow-up of internal procedures, communication actions, information and document management, organisation of meetings, personnel administration.</p> <p>The tasks include :</p> <ul style="list-style-type: none">- Take, transcribe and prepare notes, minutes, presentations that are needed for the overall activity of the unit.- Provide administrative and logistical support for the organization of meetings and missions.- Carry out various tasks for the Unit such as diary-keeping, handling phone calls, handling correspondence and ensuring appropriate follow up, recording income and outcome correspondence in ARES, monitoring deadlines and workflow, recording holidays; leave and absence, providing general administrative support, etc.- Ensure that space, infrastructure, office supplies, inventoried goods and other logistics needs of the office are covered- Ensure the correct application of Commission archival procedures as well as the orderly transfer of files to Historical Archives Service- Open, filter, attribute and register the mail <p>Qualifications:</p> <ul style="list-style-type: none">- Very good written and oral French (B2) and English (B2)- Well organised with a sense for managing priorities and delivering results in a structural way- Knowledge of IT tools such as Word, Excel will be considered as an advantage |
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| Directorate Unit | Support Services Budget and Accounting Further information: http://ec.europa.eu/jrc/ |
| Indicative duration | 36 months initial contract with possible renewals up to maximum 6 years |
| JRC Site Country | Brussels Belgium |
| 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>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> |