



2018-SVQ-B3-FGII-010876

Administrative Assistant

<p>Position for:</p> <p>FG II Administrative Assistant</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: http://www.jrc.ec.europa.eu</p> <p>The mission of the Territorial Development Unit within the Growth and Innovation Directorate of DG JRC is to perform research and analysis and to provide policy support at the crossroads of EU regional, cohesion, R&I and industrial policies, including the assessment of economic and territorial impacts, to enhance the formulation and implementation of policy and more effective and efficient use of EU funds.</p> <p>The Unit has a vacancy for a Contractual Agent. The position is part of the Unit's Smart Specialisation Platform (S3P) team in DG JRC of the European Commission.</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. S/he must be dynamic, well organised, able to take initiative and have a service-minded attitude.</p> <p>Good written and spoken knowledge of English (B2) is essential and knowledge of Spanish is an asset.</p>
<p>Directorate Unit</p>	<p>JRC B Growth & Innovation B.3 Territorial Development Industrial Research & Innovation</p> <p>Further information: https://ec.europa.eu/jrc/en/research-topic/industrial-research-and-innovation</p>

Indicative duration	36 months initial contract with possible renewal up to maximum 6 years
JRC Site Country	Seville Spain
Rules and eligibility	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff.</p> <p>Applicants to the following Call 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>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>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>