### POSITION FOR:

Member of the contract staff FGII – art. 3b of the Conditions of Employment of Other Servants


### WE ARE:

As the science and knowledge service of the Commission, the mission of DG Joint Research Centre (JRC) 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: [https://ec.europa.eu/jrc/](https://ec.europa.eu/jrc/)

The current vacancy is in the Legal Affairs Unit of the JRC Directorate for Strategy, Work Programme and Resources.

The mission of the Directorate for Strategy, Work Programme and Resources is to coordinate the implementation of the JRC Strategy, ensuring it is kept up-to-date and well aligned to policy developments; this includes resource planning, the translation of policy developments into the work programme, support to the implementation of the Euratom Treaty. Being responsible for building strategic partnerships and relations with customers and stakeholders, the Directorate also plays a strong role in enhancing the reputation of the organisation and the impact of its work on EU Policy.

The Legal Affairs Unit (Brussels/Ispra) is the focal point of Directorate-General Joint Research Centre for advice and coordination and support on legal matters including protection of personal data, access to documents requests, Ombudsman's inquiries and other complaints, in support of the activities of the JRC.

Further information: [https://webgate.ec.europa.eu/connected/community/jrc/directorate-a/a4/](https://webgate.ec.europa.eu/connected/community/jrc/directorate-a/a4/)

### WE PROPOSE:

A position as Secretary to provide administrative support to the Legal Affairs Unit work in relation to the preparation of Collaboration Instruments between the JRC services and external entities, including handling the signature procedures and ensuring proper document management; allocation and follow-up of legal consultations; maintenance and updates of the Unit's Intranet pages.

Main tasks will include:

- Open/register/filter incoming mail and route to a member of the legal team; update excel tables with legal consultations; generate statistics.
- Manage the whole signature cycle of collaboration instruments: create and check legal entity files in the Commission's Financial Information System (ABAC); prepare the documents for the signatures (e.g. layout, initializing, cover note and copy); transmit the documents to the counterparties for the signatures; verify the validity of digital signatures (Qualified Electronic Signature), register instruments in the corporate systems (JIPSY/HARMONIA and ARES) and send outgoing agreements (via courier or mail) to the counterparty. Handle correspondence regarding the signature arrangements with the JRC external collaboration partners.
- Liaise with staff within the Unit for matters related to the administrative handling of Collaboration Instruments.
- Extrapolate data for overviews of selected categories of Collaboration Instruments or retrieve individual Collaboration Instruments using dedicated systems (JIPSY/HARMONIA).
- Keep up to date the internal instructions covering the administrative management of the JRC Collaboration Instruments.
- Organize and maintain the paper archives and file correspondence and other documents in accordance with the Commission document management policy.
- Act as a back-up to the Unit’s secretary.
- Edit and prepare lay-out of documents, including for electronic publication.
- Carry out the day-to-day management of Intranet pages of the Unit.
- Monitor the coherence of the structure, the methods of navigation and the content of the Unit's pages.
- Provide guidance to Unit colleagues in the preparation of contents for web publication.
- Find or create illustrations (graphs, symbols, etc.).
- Ensure the quality control of Unit's Intranet contents; verify that information is regularly updated.

WE LOOK FOR:
Applicants should have a minimum of two years of working experience in the domain of secretarial/administrative support.
Excellent command (C1) of English language is required as well as very good command of another EU official language.
The ideal candidate should have good oral and written communication skills and should be capable to handle interactions with different stakeholders within and outside the Commission.
S/he should have good IT skills and knowledge of document management.

INDICATIVE CONTRACT’S DURATION:
36 months initial contract with possible renewals up to maximum 6 years.

PLACE OF WORK:
JRC Ispra (IT).

ELIGIBILITY CRITERIA:
Candidates for this contract agent post shall:
– (i) have passed a valid EPSO CAST selection procedure;
or
– (ii) be registered in the EPSO Permanent CAST [https://epso.europa.eu/en/documents/call-expressions-interest-0]

With a valid application number to one of the above, you may then apply for this specific vacancy at JRC through: [http://recruitment.jrc.ec.europa.eu/?type=AX].

RECRUITMENT POLICY:
The Joint Research Centre
• Cultivates a workplace based on respect for other people and the environment.
• Embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.