



2018-IPR-GIII9-FGII-9569

**FG II - Operational, Administrative and  
Secretarial Assistance  
Unit Secretary**

<p><b>Position for:</b> <b>FGII Unit Secretary</b></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: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p> <p>The JRC Site in Ispra is the third biggest Commission site and hosts two thirds of the JRC staff.</p> <p>The Directorate for Nuclear Safety and Security is located mainly in Karlsruhe (Germany), with units in Geel (Belgium), Ispra (Italy) and Petten (Netherlands). Its mission is to provide the scientific foundation for the protection of the European citizen against risks associated with the handling and storage of highly radioactive material.</p> <p>The Nuclear Decommissioning Unit of JRC is looking for a Unit Secretary.</p> <p>The selected candidate will carry out the following tasks:</p> <ul style="list-style-type: none"> <li>• General administrative support: draft and type mail(s), letters, reports. Execute various administrative tasks as agenda, minutes of meetings, phone calls, classification of documents (also electronic archive), office material, entrance permits. Catering and coffee break reservations. Bookings of rooms for conferences and meetings.</li> <li>• Manage the organization of missions and related transports.</li> <li>• Registration of incoming/outgoing mails in paper and/or electronic form; registration of documents according to archiving EU procedures.</li> <li>• Ensure logistics support to the organisation of meetings: reservation of rooms, recollect id cards and documents from participants, distribution of working documents, sending of minutes, logistics for participants (Hotel, transport).</li> <li>• Manage correspondence, presentations and other documents necessary to the general service activity.</li> <li>• Prepare permanent and temporary entry permits for the unit staff and for the contractors/stakeholders of the Unit.</li> <li>• Manage, Upload, Share, Retrieve information in EU electronic platform for the Unit.</li> </ul> <p>The ideal candidate should have a professional experience mostly related to the nature of the duties and knowledge of English (B2 level) and Italian (C1 level).</p>
<p><b>Directorate</b> <b>Unit</b></p>	<p>Nuclear Safety and Security JRC-Nuclear Decommissioning</p> <p>Further information: <a href="https://ec.europa.eu/jrc/en/about/jrc-site/ispra">https://ec.europa.eu/jrc/en/about/jrc-site/ispra</a></p>

	<a href="https://ec.europa.eu/jrc/en/about">https://ec.europa.eu/jrc/en/about</a>
<b>Indicative duration</b>	12 months initial contract with possible renewals up to maximum 6 years
<b>JRC Site</b> <b>Country</b>	Ispra Italy
<b>Rules and eligibility</b>	<p>The candidate must be on a 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: <a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></p> <p><b>Auxiliary contract staff:</b> <a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members">https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</a></p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>