



2018-IPR-D1-FGII-9746

FGII - Secretary

**Position for:**

**FG II Secretary**

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.

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/>

The vacancy is within the Bio-Economy Unit, (located in Ispra, Italy), which provides scientific support to EU policies related to the bio-economy such as the sustainable production as well as the use of biological resources and the conversion to value added products, such as food, feed, bioenergy and bio-based products.

We are looking for a secretary to provide general administrative support to Head of Unit, Work Package Leaders, and all staff within the Bio-Economy Unit.

The successful candidate will, under the supervision of the Unit Head secretary, ensure the administrative and logistic support in coordination with the different activities of the service.

The envisaged work will consist of:

- Provide full administrative support to the Unit staff for the organisation of EU and non-EU missions through the implementation of EC/JRC procedures and the use of specific software.
- Organise events such as meetings and workshops: booking of meeting rooms and hotel accommodation, organisation of lunches and coffee breaks, request of transport services, request of entrance permits following the EC/JRC procedure, implementation of the financial procedure for the reimbursement of experts and for external services.
- Request transport services and daily entrance permits for occasional visitors.
- Assistance to the staff for the preparation of letters, notes and official documentation. Registration of incoming and outgoing documents. Ensure appropriate follow-up in handling correspondence.

Qualifications:

The ideal candidate should have three years of experience in the secretarial field, experience in the scientific sector will be an advantage.

Good knowledge of spoken and written English is required (level B2).

<b>Directorate Unit</b>	Sustainable Resources Bio-Economy  Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a>
<b>Indicative duration</b>	36 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 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: <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>