



2018-IPR-R-FGII-9792

FG II - Administrative Agent

Position for:

**FGII/- Administrative Agent -
PPAG 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 Resources Directorate is looking for administrative agent to provide secretarial support to the Public Procurement Advisory Group (PPAG) as well for providing operational and administrative assistance.

The Public Procurement Advisory Group (PPAG) is the body that gives a "compliance and risk" based opinion, before the awarding of contracts on selected files.

In 2017, more than 190 files have been submitted to the PPAG and 83 of them have been screened by the PPAG representing a value for more than EUR 125 Million.

The PPAG meets formally 10-12 times a year and there are many preparatory meetings.

The tasks involve i.e. the organisation of the activities linked to the PPAG functioning such as: establishment of the calendar of the sessions, pre-analysis of the files submitted in order to propose the optimum allocation of them and the adequate team of "rapporteur-co-rapporteur /technical support" (language knowledge, field of competence, availability), preparation of the meeting's agenda, organisation of the group's meetings including the whole logistic until the sending out of the PPAG opinions, implementation of the "sampling" system, ensure functioning of PPAG functional mailbox, drafting of statistics, etc.

This work is done under the supervision of the Directorate Adviser.

Qualifications:

Three years of experience in administrative activities and

- Excellent communications skills and empathy.
- Very Good written and oral English (C1).
- Good Italian and French (B1).
- Knowledge of German and Dutch will be considered as an advantage.
- Good knowledge of Excel and Word and interest for the IT Tools.
- Interests in the procurement/legal domain
- Well organised and flexible, able to manage and accomplish multiple task with little supervision.

	<ul style="list-style-type: none"> - Autonomous with a sense for managing priorities. Resilient. - Experience in finance or procurement will be considered as an advantage.
Directorate Unit	Resource Directorate JRC.R.ADV01 Further information : https://ec.europa.eu/jrc/
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Ispra Italy
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 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><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>