



2015-IPR-C2-FGIII-4336

**FG III Quality and Risk Management  
Assistant**

**Position for:**

**FG III Quality and  
Risk Management  
Assistant**

**Description of the Unit**

The offered position is in Unit C.2 Safety and Security which is part of the JRC Ispra Site Management (ISM) Directorate. The Directorate is responsible for a vast range of services on the JRC Ispra site, spanning from site planning and building maintenance, and the provision of utilities such as energy, water and communication networks, to site security and safety and essential logistics such as transport, cleaning and waste management. ISM also manages the programme of Nuclear Decommissioning and Waste Management (D&WM) at Ispra related to the shutdown nuclear facilities on-site. The mission of the Safety and Security Unit is to identify and ensure the application of the appropriate safety, security and environmental standards for the protection of the JRC Ispra site personnel, visitors, premises and information, as well as the surrounding population, in compliance with the European and national legislation. ISM is ISO 9001 certified since 2009. The ISM Quality Manager is a member of the staff of Unit Safety and Security.

**Overall purpose**

The overall purpose of the proposed position is to assist the ISM Quality Manager in the following activity; to support ISM management in the co-ordination and execution of actions regarding the implementation, maintenance and improvement of the Quality Management and Risk Management Systems within the ISM.

**Main tasks**

- Support ISM management and staff in maintaining and coordinating the implementation of the ISM Quality Management System according to ISO 9001:2008 requirements (internal audits and management reviews, follow-up on non-conformities, corrective and preventive actions, development and maintenance of the quality-related documents, coordination of ISM Quality Officers and chairing of the ISM Quality Network, etc.)
- Support ISM management and staff in the coordination, preparation and execution of external ISO 9001 certification audits as well as the implementation, follow-up and closing of audit findings
- Support ISM management in the coordination,

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|                            | <p>preparation and execution of JRC Internal Audit Unit audits as well as the implementation, follow-up and closing of audit findings</p> <ul style="list-style-type: none"> <li>• Contribute to the maintenance and implementation of the risk management system of the ISM</li> <li>• Support in managing contracts and outsourced activities in the quality and risk management fields.</li> </ul> <p><b>Minimum requirements of the candidate</b></p> <p>Experience:</p> <ul style="list-style-type: none"> <li>• Working experience: 3 years</li> <li>• Job-related experience: working experience in quality management field 2 years (desirable)</li> </ul> <p>Education:</p> <ul style="list-style-type: none"> <li>• University level education of legal duration at least 3 years (desirable)</li> </ul> <p>Linguistic skills:</p> <ul style="list-style-type: none"> <li>• level B.2 of English language (based on the Common European Framework of Reference for Languages or equivalent)</li> <li>• level C.1 of Italian language (based on the Common European Framework of Reference for Languages or equivalent)</li> </ul> <p>Knowledge:</p> <ul style="list-style-type: none"> <li>• Project/process management (desirable)</li> <li>• MS Office applications, Internet</li> </ul> <p>Competencies:</p> <ul style="list-style-type: none"> <li>• Ability to conceptualise problems, identify and implement solutions</li> <li>• Capacity to analyse and structure information</li> <li>• Ability to understand and be understood</li> <li>• Drafting skills</li> <li>• Ability to work in a proactive and autonomous way</li> <li>• Planning capacity</li> <li>• Coordination skills</li> <li>• Knowledge sharing</li> <li>• Sociability skills</li> </ul> |
| <b>Directorate Unit</b>    | <p>Ispra Site Management (ISM)<br/>Safety and Security Unit (C.2)</p> <p>Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>  |
| <b>Indicative duration</b> | <p>6 months initial contract with possible renewals up to maximum 72 months</p>  |
| <b>JRC Site Country</b>    | <p>Ispra<br/>Italy</p>   |

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| <b>Rules and eligibility</b> | <p><b>The candidate must be on a valid EPSO reserve list for Function Group III contract staff or must have applied for COM/2/2013/GFIII via EU CV Online database.<sup>i</sup></b></p> <p>Auxiliary contract staff:<br/><a href="http://ec.europa.eu/dgs/jrc/index.cfm?id=3730">http://ec.europa.eu/dgs/jrc/index.cfm?id=3730</a></p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p> |
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<sup>i</sup> [http://ec.europa.eu/civil\\_service/job/cvonline/index\\_en.htm](http://ec.europa.eu/civil_service/job/cvonline/index_en.htm)