



2018-IPR-A4-FGII-9887

FGII – Administrative Agent

<p>Position for: FGII – Administrative Agent</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: https://ec.europa.eu/jrc/</p> <p>The Legal Affairs Unit (Ispra/Brussels) is the Directorate-General focal point for advice and coordination on legal and data protection issues in support of the activities of the JRC.</p> <p>The administrative agent will provide administrative support to the Legal Affairs Unit.</p> <p>Main tasks will include:</p> <ul style="list-style-type: none"> • allocating and follow-up of legal consultations; • maintaining and updating the Unit's Connected@JRC pages; • assisting the administrative work in relation to the preparation of Collaboration Instruments between the JRC services and external entities, in particular, registration in the dedicated systems (ARES and JIPSY). <p>Qualifications:</p> <p>The candidate should have a minimum of two years of experience in secretarial/administrative support and a very good (level C1) command of English.</p>
<p>Directorate Unit</p>	<p>Strategy and Work Programme Coordination Legal Affairs</p> <p>Further information: https://ec.europa.eu/jrc/</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p>JRC Site Country</p>	<p>Ispra Italy</p>
<p>Rules and eligibility</p>	<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</p>

agencies of the European Union (EU) can recruit contract agents. Details available at the link below:
https://epso.europa.eu/documents/2240_en

Auxiliary contract staff:

<https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members>

Please note that due to the high number of applications received only shortlisted candidates will be contacted.