



**2018-IPR-A4-FGII-9887**

**FGII – Administrative Agent**

<p><b>Position for:</b></p> <p><b>FGII – Administrative Agent</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 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"> <li>• allocating and follow-up of legal consultations;</li> <li>• maintaining and updating the Unit's Connected@JRC pages;</li> <li>• 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).</li> </ul> <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><b>Directorate Unit</b></p>	<p>Strategy and Work Programme Coordination Legal Affairs</p> <p>Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>
<p><b>Indicative duration</b></p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p><b>JRC Site</b></p> <p><b>Country</b></p>	<p>Ispra</p> <p>Italy</p>
<p><b>Rules and eligibility</b></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>

	<p>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>
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