



**2018-BRU-I2-FGII-010045**

**FG II - Secretary**

**Position for:**

**FG II - Secretary**

As the science and knowledge service of the Commission, the mission of DG Joint Research Centre (JRC) 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: <http://www.jrc.ec.europa.eu>

The Unit for Foresight, Behavioural Insights and Design for Policy is based in Brussels. It is part of the Competences Directorate of the JRC which is under the authority of the Director General. Its mission is to strengthen the capacity of JRC in anticipatory intelligence (horizon scanning, anticipation, foresight), behavioural sciences, design for policy and science and technology studies to progressively combine their methods and approaches into the EU Policy Lab. The main aim of the EU Policy Lab is to bring support innovation in policymaking at EU level. The Unit is composed by a multidisciplinary team where teamwork is fostered.

We are looking for a motivated and proactive colleague to take the following responsibilities and tasks:

- Administrative support to the members of the Unit: missions, letters, telephones, meetings, etc;
- Follow-up of inter-service consultations, briefings, translation and other standard administrative tasks associated with document production management;
- Open, register and filter incoming mail, route mail to appropriate individuals and keep mailing lists up to date;
- Contribute to archiving correspondence (including registering in ARES) and to storing, reproducing, translating, circulating and / or retrieving documents.
- Provide logistical support for the organization of meetings, workshops, conferences and other events;
- Draft, type, handle the layout and check quality of documents using Legiswrite, Eurolook, Word, Excel and /or PowerPoint.
- Initiating Agent for the reimbursement of external experts, follow-up of the financial circuit.

Qualifications:

Suitable candidates will have a good knowledge of English and French (B2). A job-related experience 2 years will be considered as an advantage.

The following will also be valued:

- Knowledge on document management;
- Capabability to communicate and work with others;
- Ability to work proactively and delivering quality and results on time;
- Knowledge of administrative rules and procedures of

	<p>the EC institutions;</p> <ul style="list-style-type: none"> <li>• Good management of IT tools: Eurolook, Excel, Powerpoint, Word (Webdor, Ares).</li> </ul>
<p><b>Directorate</b></p> <p><b>Unit</b></p>	<p>Competences Foresight, Behavioural Insights and Design for Policy</p> <p>Further information:  <a href="http://blogs.ec.europa.eu/eupolicylab/">http://blogs.ec.europa.eu/eupolicylab/</a>  <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>
<p><b>Indicative duration</b></p>	<p>An initial contract of 12 months, with possible renewals up to maximum 6 years</p>
<p><b>JRC Site</b></p> <p><b>Country</b></p>	<p>Brussels</p> <p>Belgium</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 Call for expression of interest can also be considered:</p> <p>1. 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><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>