



2018-BRU-A6-FGII-010070

**FG II – Administrative Agent - Floater
secretary for the Directorate**

<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 position is within the Quality Assurance and Evaluation Unit of the Strategy and Work Programme Coordination Directorate.</p> <p>The mission of the unit is to coordinate the JRC's planning and reporting under the Commission Strategic Planning and Programming (SPP), to coordinate evaluations, to monitor the implementation of risk management and internal control standards, and to steer the implementation of the integrated management system.</p> <p>The Quality, Assurance and Evaluation Unit is looking for an administrative agent who will provide administrative assistance to the unit, the Director's office, and other units depending on need and priorities.</p> <p>The jobholder will support the organisation of meetings and conferences, websites administration and financial management. He/she will provide secretarial support, which can also operate as back-up not only within the unit but within the whole Directorate.</p> <p>Qualifications: Candidates must have at least three years of job-related experience (management support activities), a very good knowledge (level C1) of written and spoken English and French.</p>
<p>Directorate Unit</p>	<p>Strategy and Work Programme Coordination Quality Assurance and Evaluation</p> <p>Further information: https://ec.europa.eu/jrc/en/about/jrc-site/brussels</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>Brussels Belgium</p>
<p>Rules and eligibility</p>	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff. Applicants to the following Calls for expression of interest</p>

can also be considered:

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

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.