



2018-BRU-R-FGII-010128

FG II – Secretary to the Director

<p>Position for: FGII– Secretary</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 mission of Directorate Resources is to ensure the efficient and effective deployment of the resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations and to make the JRC sites safe, secure and attractive working environments by providing efficient customer-driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour to their respective communities at large.</p> <p>The Director's office of Resources Directorate is looking for an administrative agent to provide secretarial assistance for the Director and the staff directly attached to the Director, as well as for providing operational and administrative support.</p> <p>The tasks include :</p> <ul style="list-style-type: none"> - Capacity to take initiative and to follow through until delivery; - Organization of meetings and missions; - Carrying out various tasks for the Director such as diary-keeping, handling phone calls, taking notes, recording correspondence in ARES and follow-up, monitoring deadlines and workflow, ordering office supplies for the Director's office, etc. <p>Qualifications:</p> <ul style="list-style-type: none"> - Excellent communication and organisational skills. - Very good written and oral English (C1) and conversational level French (B1). - Well organised with a sense for managing priorities and delivering results on time. - Attention to detail for delivering correct high quality results. - An experience of at least three years in secretarial support will be considered as an advantage. - Knowledge of standard IT tools such as Word, etc. is required. Knowledge of the applications in use at the Commission will be considered as an advantage.
<p>Directorate</p> <p>Unit</p>	<p>Resources Directorate</p> <p>Director's Office</p>

	Further information: http://ec.europa.eu/jrc/
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Brussels Belgium
Rules and eligibility	<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>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: https://epso.europa.eu/documents/2240_en</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>