



2018-IPR-D2-FGII-010269

**FG III - Administrative Assistant - STECF,  
Scientific, Technical and Economic Committee  
for Fisheries**

**Position for:**

**FGIII Administrative Assistant**

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.

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/>

The vacancy is within the Directorate for Sustainable Resources. The Directorate is focused on the EU sustainable resources policies, encompassing environmental, economic and social dimensions. The Water and Marine Resources Unit provides scientific and technical support to water related policies.

The JRC offers a post in the Water and Marine Resources Unit, which contributes with research and innovative solutions to sustainably manage water resources in the face of increasing trends of global population, urbanisation, pollution, over-exploitation, land use and climate change.

The post is assigned to the Fisheries and Aquaculture Sector and particularly linked to the Common Fisheries Policy (CFP). The CFP, a major EU policy framework, aims to ensure that fishing and aquaculture are environmentally, economically and socially sustainable and that they provide a source of healthy food for EU citizens. The CFP is also exceptional in that the provision of scientific advice is required by legislation through the Scientific, Economic and Technical Committee for Fisheries (STECF).

The candidate will contribute to the organizational, administrative and project management aspects related to the running of STECF, the Scientific, Technical and Economic Committee for Fisheries (<https://stecf.jrc.ec.europa.eu/>).

**Qualifications:**

The ideal candidate would meet the following requirements/criteria:

- experience and knowledge in operational, administrative and/or secretarial assistance;
- experience and knowledge in document management;
- experience and knowledge in conference / meeting organisation;
- experience and knowledge in project management;
- experience and knowledge in financial management;
- good knowledge of English (B2) both at the oral and written level, the knowledge of one or more other community languages would be an advantage;
- proven interpersonal, organisational and problem solving abilities;
- the ability to work both independently and as part of a team.

	<p>Knowledge in Commission administrative tools and applications (ABAC, ARES, WebDor) will be considered an asset.</p> <p>The selection board will appreciate candidates demonstrating motivation, service orientation and team spirit, willing to learn new domains and to address new challenges in a dynamic and multi-cultural environment.</p>
<b>Directorate Unit</b>	<p>Sustainable Resources Water and Marine Resources</p> <p>Further information: <a href="https://ec.europa.eu/jrc/en/research-topic/fisheries-and-aquaculture?search">https://ec.europa.eu/jrc/en/research-topic/fisheries-and-aquaculture?search</a></p>
<b>Indicative duration</b>	<p>12 months initial contract with possible renewals up to maximum 6 years</p>
<b>JRC Site</b> <b>Country</b>	<p>Ispra Italy</p>
<b>Rules and eligibility</b>	<p>The candidate must be on any valid EPSO reserve list for Function Group III 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: <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>Article 3b of the Conditions of Employment of Other Servants of the European Union applies: the actual period of employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>