



2018-IPR-A4-FGIII-010325

FG III – Administrative Assistant

<p>Position for:</p> <p>FGIII – Administrative Assistant</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 current vacancy is in the Directorate for Strategy, Work Programme and Resources in the Legal Affairs Unit. 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 assistant will provide support to the JRC Data Protection Coordinator (DPC) in:</p> <ul style="list-style-type: none"> • ensuring that the JRC framework (procedures, notifications) on data protection legislation applicable to the Institutions is effective and up to date; • supervising the implementation of Data Protection rules by JRC services; • implementing and maintaining the JRC Inventory of processing operations; • developing guidance and awareness raising instruments specially targeted at controllers and processors and providing training; • closing EDPS inspections follow-ups; • ensuring back-up and continuity of service with regard to DPC responsibilities. <p>The administrative assistant will also provide support to other compliance processes, such as access to documents, Ombudsman, complaints.</p> <p>Qualifications:</p> <p>The candidate will preferably have a minimum of 1 year experience in the domain of compliance and data protection and a very good command of English (C1) and French (B2). Basic knowledge of Italian would be an advantage.</p>
<p>Directorate Unit</p>	<p>Strategy, Work Programme and Resources Legal Affairs</p> <p>Further information: https://ec.europa.eu/jrc/en/about/organisation</p>
<p>Indicative duration</p>	<p>12 months initial contract with possible renewals up to maximum 6 years</p>

JRC Site Country	Ispra Italy
Rules and eligibility	<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: https://epso.europa.eu/documents/2240_en</p> <p>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</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>