



**2018-IPR-C2-FGII-010406**

**FG II – Secretary to the Unit**

<b>Position for:</b>  <b>FGII – Secretary to the Unit</b>	<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: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p> <p>The Energy Efficiency and Renewables Unit of the Directorate for Energy, Transport and Climate, comprising about 50 staff, supports the development of renewable energy technologies and energy efficiency measures.</p> <p>Short description of activity:</p> <p>The Energy, Efficiency and Renewables Unit serves the EU renewable energy and energy efficiency policies and supports research communities, standards organisations and public and private stakeholder.</p> <p>We offer a secretary position in a friendly and supportive work environment. The selected candidate will be an administrative supporting point to the Unit and visiting staff, mainly responsible for preparing entrance permits, staff passes, travel arrangements for external visitors, organisation of meetings, experts' invitation and reimbursement, missions and registration of documents as well as back up for communication in Connected and ABAC assets.</p> <p>Qualifications:</p> <p>We are looking for a pro-active and service oriented person. Given the large size of the unit and a significant number of external visitors, excellent organisational skills, high level of responsibility and ability to manage his/her work in a flexible way are essential.</p> <p>Knowledge of standard Commission tools would be an asset.</p> <p>The ability to work in English is essential (B2 level) and knowledge of Italian is required (B1 level); knowledge of French and / or German would be an advantage.</p>
<b>Directorate Unit</b>	Energy, Transport and Climate Energy Efficiency and Renewables  Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a>
<b>Indicative duration</b>	36 months initial contract with possible renewals up to maximum 6 years

<b>JRC Site</b>  <b>Country</b>	Ispra  Italy
<b>Rules and eligibility</b>	<p>The candidate must be on any 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: <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>