



2018-IPR-I1-FGII-010444

FG II - Secretary to the Unit

<p>Position for: FGII-Secretary to the Unit</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 the Modelling, Indicators and Impact Evaluation Unit is to contribute to better EU regulation and spending by developing research and applying state of the art quantitative tools for impact assessment, monitoring and evaluation. The unit's research and analytical activities cover modelling, applied statistics, econometrics, indicator frameworks, multi-criteria evaluation and sensitivity analysis and their application across the full range of EU's policy areas, including competitiveness, employment, innovation, the internal market, judiciary, health, poverty, migration, cohesion, and other social dimensions.</p> <p>The unit consists of three Competence Centres, namely: Modelling (CC-MOD), Microeconomic Evaluation (CC-ME), Composite Indicators and Scoreboards (CC-COIN). The unit also coordinates the JRC activities on Fairness.</p> <p>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.</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).</p>
<p>Directorate Unit</p>	<p>Competences Modelling, Indicators and Impact Evaluation</p> <p>Further information: https://ec.europa.eu/jrc/en</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>

<p>JRC Site</p> <p>Country</p>	<p>Ispra</p> <p>Italy</p>
<p>Rules and eligibility</p>	<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: 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>