



2018-IPR-RI4-FGII-010607

FG II - Administrative Agent

<p>Position for:</p> <p>FGII– Administrative Agent</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 Support Services Directorate (located in Ispra, Italy) and this vacancy is within the Infrastructure Unit which manages all activities relating to site infrastructure, delivery of utilities, maintenance and management of green areas.</p> <p>We propose a position for administrative agent in charge of providing administrative and secretarial support to the unit, especially for what concerns the daily preparation or processing of "requests of work" and "entry permits" for external workers used by the unit.</p> <p>Qualifications:</p> <p>At least two years of experience in the domain. Knowledge of English (C1) and Italian (C1) required.</p>
<p>Directorate Unit</p>	<p>Support Services Infrastructure</p> <p>Further information: https://ec.europa.eu/jrc/ https://connected.cnect.cec.eu.int/community/jrc/directorate-r/r4 (internal)</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>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>

Auxiliary contract staff:

<https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members>

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.

Please note that due to the high number of applications received only shortlisted candidates will be contacted.