



**2018-IPR-C4-FGIII-010648**

**FG III – Administrative Assistant - Market surveillance**

<p><b>Position for:</b></p> <p><b>FGIII – Administrative Assistant</b></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: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p> <p>The Sustainable Transport Unit, comprising more than 50 staff, provides scientific and technical support on clean and efficient fuels and vehicles for sustainable mobility.</p> <p>A multidisciplinary team is being established to carry out the in service conformity and market surveillance tasks foreseen by the new Real Driving Emission legislation and the Regulation 2018/858.</p> <p>The present Contract Agent position will be part of this team. The selected candidate for this position will contribute to these activities by mainly taking care of the administrative and logistic aspect linked to the different tasks (e.g. planning of activities, managing contracts and issuing orders related to the maintenance of the facilities and of the equipment, the renting of the vehicles and their transport, preparing missions, meetings, etc.). Support to document drafting, graphical presentation and preparation of information material for customers/visitors is also expected.</p> <p><b>Qualifications:</b></p> <p>The ideal candidate should have completed post-secondary education studies attested by a diploma, or secondary education studies attested by a diploma giving access to post-secondary education, and appropriate professional experience of three years.</p> <p>Experience in project management/logistic or organizational activities is an advantage. Experience in using presentation software and tools is an asset.</p> <p>Good knowledge of spoken and written English (B2) is required as well as good communication and interpersonal skills.</p>
<p><b>Directorate Unit</b></p>	<p>Energy, Transport and Climate Sustainable Transport</p> <p>Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>

<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 III 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: <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>