



2018-IPR-E7-FGII-010770

FG II Secretary – Head of Unit Secretary

<p>Position for:</p> <p>FGII Secretary – Head of Unit Secretary</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 Knowledge for Security & Migration Unit is looking for a candidate to provide administrative support to the Head of Unit and unit staff, based over 3 sites (Ispra, Brussels and Geel). The functions will be to:</p> <ul style="list-style-type: none"> – cover all databases, such as Sysper, ARES, MIPS, SECPAC, PRESTO, Ispra NAVETTE; – produce notes of unit meetings; – draft reports, documents, presentations; – maintain unit archive and life cycle of documents and files; – fulfil unit DMCO role; – input data for knowledge repositories (e.g. missions repository database); – produce required safety documents; – organisation of meetings/workshops; – assets management (ABAC Assets); – support administrative functions of Directorate E; – interact with other Units, Directorates, Services in the JRC and in the Commission; – follow and interact on the publications workflow. <p>In addition, the unit requires support with financial transactions.</p> <p>Qualifications:</p> <p>The candidate should have at least 3 years job related experience, preferably with experience in using the Commission administrative applications and basic knowledge of procurement issues.</p> <p>Organisation skills, reliability, team player mind set and problem solving attitude are essential.</p> <p>The successful applicant needs to be able to work independently, and have a good level of written and spoken English (level B2). Good knowledge of French and Italian will be considered as an asset. ICT knowledge should cover Office package and end-user of databases.</p>
<p>Directorate Unit</p>	<p>Space, Security & Migration Knowledge for Security & Migration</p> <p>Further information: https://ec.europa.eu/jrc/</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 a valid EPSO reserve list for Function Group II contract staff.</p> <p>Applicants to the following Call 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> <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>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>