



**2018-BRU-A2-FGIII-010771**

**FG III - Administrative assistant**

<b>Position for: FGIII</b> <b>Administrative assistant</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 current vacancy is in the Strategy, Work Programme and Resources Directorate, Work Programme Unit, based in the Brussels headquarters of the JRC.</p> <p>The mission of Unit is to coordinate the execution of the JRC strategy via the planning, adoption and monitoring of the JRC multi-annual Work Programme. The Unit also coordinates relations with Commission services, including JRC's participation in inter-service meetings and replies to inter-service consultations. Finally, the Unit coordinates JRC's support to better regulation.</p> <p>We are looking for an administrative assistance to deal with coordination of JRC inter-service consultations and participation in inter-service groups, coordination of unit briefings, support to financial management of the unit and unit reporting.</p> <p>Qualifications:</p> <p>The ideal candidates should have one year of relevant experience.</p> <p>Good written and spoken English and French (B2) is required.</p>
<b>Directorate</b> <b>Unit</b>	<p>Strategy, Work Programme and Resources Work Programme Unit</p> <p>Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>
<b>Indicative duration</b>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<b>JRC Site</b> <b>Country</b>	<p>Brussels Belgium</p>
<b>Rules and eligibility</b>	<p>The candidate must be on a valid EPSO reserve list for Function Group III contract staff.</p> <p>Applicants to the following Call for expression of interest can also be considered:</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](https://epso.europa.eu/documents/2240_en)

**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.*