



**2018-BRU-A3-FGIII-010868**

**FG III - Financial Assistant**

<p><b>Position for:</b>  <b>FG III – Financial 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 vacancy is within the Interinstitutional, International Relations &amp; Outreach of the Directorate for Strategy, Work Programme and Resources.</p> <p>The mission of the Unit is to manage DG JRC's relations with its strategic stakeholders in the EU institutions, Member States, Countries Associated with H2020 and international partners; to raise the profile and reputation of the JRC and of its activities through the coordination of the JRC communication/outreach strategy.</p> <p>The job holder will be expected to provide administrative support to the financial management of the Unit. He/she will initiate orders and oversee the payment of invoices and experts. He/she will also provide the unit head with support regarding overall consumption of budget and monitor execution of commitments.</p> <p>Qualifications: University level education with two years of relevant experience.</p> <p>Languages: English and French level B2.</p>
<p><b>Directorate Unit</b></p>	<p>Strategy, Work Programme and Resources Interinstitutional, International Relations &amp; Outreach</p>
<p><b>Indicative duration</b></p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p><b>JRC Site Country</b></p>	<p>Brussels Belgium</p>
<p><b>Rules and eligibility</b></p>	<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> <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:</p>

[https://epso.europa.eu/documents/2240\\_en](https://epso.europa.eu/documents/2240_en)

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