



**2018-BRU-A3-FGIII-010869**

**FG III - Administrative Assistant – Events**

<p><b>Position for:</b></p> <p><b>FG III – Administrative Assistant - Events</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 position relates to the practical organisation of the JRC Board of Governors and other stakeholder events. The job holder will be expected to provide administrative assistance to the preparation and implementation of the meetings, documents and budgetary aspects.</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.*