



2018-IPR-I1-FGI-010890

FG I – Operational and Administrative Agents

<p>Position for: FGI – Administrative Agents</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 vacant position is within Modelling, Indicators & Impact Evaluation Unit, JRC Ispra.</p> <p>The Modelling, Indicators & Impact Evaluation Unit is part of the Directorate for Competences. The mission of the Unit is to contribute to better EU regulation and spending by developing research and applying state of the art quantitative tools for impact assessment, monitoring and evaluation. The unit consists of three Competence Centers: Composite Indicators and Scoreboards (CC-COIN), Microeconomic Evaluation (CC-ME) and Modelling (CC-MOD). The unit also coordinates JRC activities on Fairness.</p> <p>We propose two posts as Operational and Administrative Agents.</p> <p>The job holders' main tasks will be to perform manual and administrative support service tasks under the supervision of officials. The tasks include:</p> <ul style="list-style-type: none">• Receiving, maintaining, locating, arranging files and records and applying the rules for document management and archiving;• Preparing signatories and correspondence and recording correspondence in ARES;• Providing administrative and logistical support for the organization of internal and external events such as meetings, workshops, conferences and drafting notes and minutes of meetings;• Preparing invitation letters and reimbursement files for invited experts;• Providing support to the unit's staff in the organization of missions, requests for holidays, leaves, absence records. <p>The two agents will also regularly retrieve data from publications (pdf-format or Excel format) on composite indicators and scoreboards and copy them manually to the COIN Data Hub (an inventory of indices and scoreboards developed in-house by the JRC).</p> <p>They will work within a stimulating scientific environment that deals with projects of high policy relevance, and a friendly and efficient working environment, with strong emphasis on collaboration and teamwork.</p> <p>Qualifications:</p> <p>We are looking for two dynamic, motivated, proactive and well-organized persons with a strong sense of responsibility and commitment to deliver.</p>
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	The candidates should have at least 3 years of experience related to the tasks above. Good knowledge of English (B2 level) and French (B1 level) is required.
Directorate Unit	<p>Competences</p> <p>Modelling, Indicators & Impact Evaluation</p> <p>Further information: https://ec.europa.eu/jrc/en/about/institutes-and-directorates https://ec.europa.eu/jrc/en/coin https://composite-indicators.jrc.ec.europa.eu/</p>
Indicative duration	24 months initial contract with possible renewals up to indefinite period
JRC Site Country	<p>Ispra</p> <p>Italy</p>
Rules and eligibility	<p>The candidate must be on a valid EPSO reserve list for Function Group I contract staff.</p> <p>Applicants to the following Call for expression of interest can also be considered:</p> <p>CAST Permanent - EPSO has launched 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/apply/job-offers/cast/2738/description_en</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>