



2019-IPR-D1-FGII-010965

FG II - Secretary

**Position for:**

**FGII - Secretary**

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.

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/>

The vacancy is within the Bio-Economy Unit, (located in Ispra, Italy), which provides scientific support to EU policies related to the bio-economy such as the sustainable production as well as the use of biological resources and the conversion to value added products, such as food, feed, bioenergy and bio-based products.

We are looking for a secretary to provide administrative and financial support to Head of Unit, Work Package Leaders, and all staff within the Bio-Economy Unit.

The successful candidate will, under the supervision of the Unit Head secretary, ensure the administrative and financial support in coordination with the different activities of the service.

The envisaged work will consist of:

- Assist the Work Package Leaders and the Head of Unit in the preparation of the yearly budget exercise and provide a clear overview of the situation of budget expenditure at Institutional and Competitive level.
- Assist the members of the Unit for contracts and their follow-up, prepare requests for purchase orders, in compliance with Commission regulations and internal procedures.
- Ensure that payments are due. Including certifying invoices/ requests for payments "conforme aux faits" or "certified correct". Give visa of "Initiation Opérationnelle"
- Ensure that a full financial file is maintained on the operation, including all the documents necessary to justify each financial transaction.
- Provide administrative support to the Unit staff for the organisation of EU and non-EU missions and organisation of events such as meetings and workshops.
- Back-up of the Unit Head secretary in case of absence.

Qualifications:

The ideal candidate will have at least 3 years of experience in the secretarial and financial field, experience in the scientific sector an advantage. IT Knowledge should cover the Office package (e.g. Excel, Word).

Good knowledge of spoken and written English is required

	<p>(level B2).</p> <p>Organisation skills, commitment, reliability, team player mind set and problem solving attitude are essential.</p>
<b>Directorate Unit</b>	<p>Sustainable Resources Bio-Economy</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>Ispra</p> <p>Italy</p>
<b>Rules and eligibility</b>	<p>The candidate must be on any valid EPSO reserve list for Function Group II contract staff.</p> <p>Applicants to the following Calls 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: <a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></p> <p><b>Auxiliary contract staff:</b> <a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members">https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</a></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><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>