



**2019-IPR-A4-FGII-011064**

**FGII – Administrative Agent**

<p><b>Position for:</b>  <b>FGII – Administrative Agent</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 current vacancy is in the Legal Affairs Unit within the Directorate for Strategy, Work Programme and Resources.</p> <p>The Legal Affairs Unit (Ispra/Brussels) is the Directorate-General focal point for advice and coordination on legal and data protection issues in support of the activities of the JRC.</p> <p>The administrative agent will provide support to the JRC Data Protection Coordination. The administrative agent will also provide administrative support to other compliance processes, namely replies to access to document requests, the coordination of JRC Expert Groups and Ombudsman's cases.</p> <p>In addition, s/he should ensure back up to the colleague in the unit responsible for secretarial support (preparation of missions, formatting of notes, registration of correspondence).</p> <p>Qualifications:</p> <p>The candidate will preferably have a minimum of 2 years of experience in the domain of administrative assistance; a very good command of English (C1). Knowledge of French will be considered as an asset. Basic knowledge of Italian would be an advantage.</p>
<p><b>Directorate Unit</b></p>	<p>Strategy, Work Programme and Resources          Legal Affairs</p> <p>Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>
<p><b>Indicative duration</b></p>	<p>12 months initial contract with possible renewals up to maximum 6 years</p>
<p><b>JRC Site</b>  <b>Country</b></p>	<p>Ispra  Italy</p>
<p><b>Rules and eligibility</b></p>	<p>The candidate must be on a valid EPSO reserve list for Function Group II 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>

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