



**2019-IPR-F3-FGII-011144**

**FG II– Unit Secretary**

<p><b>Position for:</b></p> <p><b>FGII - Secretary</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 vacant position is in the Directorate for Health, Consumers and Reference Materials, Chemical Safety and Alternative Methods Unit, incorporating the European Union Reference Laboratory for alternatives to animal testing (EURL ECVAM).</p> <p>We develop, evaluate, harmonise and promote innovative non-animal test methods for the regulatory safety assessment of chemicals. We provide support to a broad range of policy areas including industrial and household chemicals, cosmetics, food, plant protection products, endocrine disrupters and chemical mixtures.</p> <p>The selected candidate will act as the secretary to the Unit and will be mainly requested to:</p> <ul style="list-style-type: none"><li>• Provide overall secretarial and administrative support as well as document management services to the Unit.</li><li>• Contribute to good communications and information flow within the Unit in relation to administrative issues.</li><li>• Supporting the organisation of conferences, meetings and workshops of the Unit (e.g. sending invitations, arranging accommodation, transport, entrance permits and reimbursements etc.).</li><li>• Managing correspondence with external entities within and outside the Commission.</li><li>• Supporting HoU secretary with regard to personnel administration: staff reports, holiday, sickness, training and mission organisation.</li></ul> <p>Qualifications:</p> <p>The ideal candidate will have a post-secondary level of education, graduate or equivalent and at least two years of related professional experience.</p> <p>Very good knowledge of spoken and written English (level B2).</p> <p>Good knowledge of spoken and written Italian (level B1).</p> <p>Experience in working with modern office administration tools such as document management systems and Microsoft Office applications will be considered as an asset. As well as professionalism, initiative and social skills.</p> <p>Knowledge of administrative rules and procedures of the Commission is not a requirement but would be appreciated.</p>
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<b>Directorate Unit</b>	<p>Health, Consumers and Reference Materials Chemical Safety and Alternative Methods</p> <p>Further information:  <a href="https://ec.europa.eu/jrc/en/research-topic/alternatives-animal-testing-and-safety-assessment-chemicals">https://ec.europa.eu/jrc/en/research-topic/alternatives-animal-testing-and-safety-assessment-chemicals</a> and/or <a href="http://eurl-ecvam.jrc.ec.europa.eu">http://eurl-ecvam.jrc.ec.europa.eu</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 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: <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>