



**2019-IPR-RI4-FGII-011508**

**FG II – Service Support Agent**

<p><b>Position for:</b></p> <p><b>FGII - Service Support 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 Support Services Directorate (located in Ispra, Italy) within the "Infrastructure" Unit which manages all activities relating to site infrastructure, delivery of utilities, maintenance and management of green areas.</p> <p>We propose a position as Service Support Agent in charge of ensuring the collection and input/update of all the technical data necessary to feed the AIGIS SYSTEM (Geographical Information System) with all the information related to office/laboratory space at the site.</p> <p>Main tasks will include:</p> <ul style="list-style-type: none"> <li>• Input/update in AIGIS the internal layouts of all buildings on Ispra site.</li> <li>• Keep up to date all data related to office space, office use, location of staff in offices, in AIGIS.</li> <li>• Modify in AutoCAD the drawings of the internal layout of buildings.</li> <li>• Provide support to the users of AIGIS.</li> <li>• Participate in the elaboration of technical specifications for corrections or improvements of AIGIS.</li> <li>• Keep up to date the AutoCAD charter for the unit on the basis of input received from the architects /engineers of the unit.</li> </ul> <p>Qualifications:</p> <p>The successful applicant needs to be able to work independently, and have a good level of written and spoken English (level B2) and Italian (level B2). ICT knowledge should cover Office package and end-user of databases.</p> <p>Knowledge of AutoCAD is essential and familiarity with Microsoft tools (Word, Excel).</p> <p>Experience in lay-out of offices and/or buildings and/or interior's design would be an advantage.</p> <p>A job related experience of at least 3 years will be considered as an asset.</p> <p>Organisation skills, reliability, team player mind set and problem solving attitude are essential.</p>
<p><b>Directorate Unit</b></p>	<p>Support Services Infrastructure</p> <p>Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>

<b>Indicative duration</b>	36 months initial contract with possible renewal up to maximum 6 years
<b>JRC Site</b> <b>Country</b>	Ispra Italy
<b>Rules and eligibility</b>	<p>The candidate must be on any valid EPSO reserve list for Function Group II Contract Agents.</p> <p>Applicants to the following Call for expression of interest can also be considered:</p> <p>1. 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>