



2019-IPR-RI3-FGII-011550

FG II

Administrative Agent – Conference Services

<p>Position for:</p> <p>FGII Administrative Agent Conference services</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 Logistics Unit is part of the Directorate for Support Services at the Ispra site, and is responsible for providing a varied number of logistics-related activities in support of the management of the site. One of these activities relates to all the aspects of the management of the site's conference services including meeting rooms, with and without video-conferencing facilities and interfacing with all users.</p> <p>The vacant position is to provide support to this activity.</p> <p>Main tasks will include:</p> <ul style="list-style-type: none"> • Support the management of the JRC Conference Booking Application and provide support to clients. • Provide logistical support for the setup of Conference Rooms based on the requests of meeting organisers and liaise on a frequent basis with pertinent units. • Verify the availability and proper functioning of equipment in advance of an event, foresee backup equipment and backup assistance with the aid of checklists. • Be present during events in order to provide logistical assistance, if needed. • Co-ordinate multi-site videoconference reservations and connections. • Support when required the selection of contractors or the requests for offers. • Monitor the implementation of contracts assigned for supervision to ensure that work is proceeding according to plan. • Ensure that when payment requests are made by the contractor, they are assessed and acted upon with due diligence. <p>Qualifications:</p> <p>At least two years of appropriate experience.</p> <p>Italian C2, English B2.</p>
<p>Directorate Unit</p>	<p>Support Services Logistics</p> <p>Further information: https://ec.europa.eu/jrc/</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>

<p>JRC Site</p> <p>Country</p>	<p>Ispra</p> <p>Italy</p>
<p>Rules and eligibility</p>	<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: https://epso.europa.eu/documents/2240_en</p> <p>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</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 in case a high number of applications is received only shortlisted candidates will be contacted.</i></p>