



2019-IPR-C4-FGII-011768

**FG II – Administrative Agent – Secretariat for market surveillance activities**

<p><b>Position for:</b></p> <p><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 Sustainable Transport Unit, comprising more than 50 staff, provides scientific and technical support on clean and efficient fuels and vehicles for sustainable mobility.</p> <p>A multidisciplinary team is being established to carry out the in service conformity and market surveillance tasks foreseen by the new Real Driving Emission legislation and the Regulation 2018/858.</p> <p>The present Contract Agent position will be part of this team. The selected candidate for this position will contribute to these activities by mainly taking care of the administrative and logistic aspect linked to the different tasks (e.g. planning of activities, dealing with contracts and issuing orders related to the maintenance of the facilities and of the equipment, the renting of the vehicles and their transport, preparing entrance permits, organizing meetings, taxi's, etc.).</p> <p>Qualifications:</p> <p>The ideal candidate should have completed post-secondary education studies attested by a diploma, or secondary education studies attested by a diploma giving access to post-secondary education, and appropriate professional experience of three years.</p> <p>Experience in support to project management/logistic and/or organizational activities is an advantage.</p> <p>Good knowledge of spoken and written English (B2 level) is required as well as good communication and interpersonal skills.</p>
<p><b>Directorate Unit</b></p>	<p>Energy, Transport and Climate          Sustainable Transport</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>36 months initial contract with possible renewals up to maximum 6 years</p>
<p><b>JRC Site</b></p> <p><b>Country</b></p>	<p>Ispra</p> <p>Italy</p>

<b>Rules and eligibility</b>	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function Group II contract staff, you can still apply by following these steps.</p> <p>You express your interest by applying to the CAST Permanent: 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.</p> <p><a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></p> <p>Only then you can apply for this specific position, through <a href="http://recruitment.jrc.ec.europa.eu/?type=AX">http://recruitment.jrc.ec.europa.eu/?type=AX</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 in case a high number of applications is received only shortlisted candidates will be contacted.</i></p>
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