



**2019-IPR-B1-FGII-011829**

**FG II – 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 Finance and Economy Unit of the Directorate for Growth and Innovation supports EU policies in the domains of economics, financial markets and financial stability. Its areas of expertise include macroeconomic modelling, financial modelling and econometric analysis.</p> <p>The Finance and Economy Unit is looking for a candidate for the position of Administrative Agent providing support with document management services, support with budget and finance monitoring, procurement, human resources administration as well as general secretariat support.</p> <p>The position foresees the following tasks :</p> <ul style="list-style-type: none"> <li>– Support to the recruitment of staff (new positions and extensions of existing contracts);</li> <li>– Support to the management of financial resources (budget preparation/implementation, monitoring of expenditures, preparation of contracts and tenders, quality management control, etc);</li> <li>– Support to the management of human resources (holidays, missions, absences, arrival/leave, etc);</li> <li>– organization of meetings/events: administrative and logistic support;</li> <li>– general administrative/secretarial support, including agenda organization and document management.</li> </ul> <p>Qualifications:</p> <p>Good knowledge of the English language (minimum B2) is mandatory as well as knowledge of most common office tools.</p> <p>Experience in secretarial/ financial administration and knowledge of Commission financial administration tools (Ares, MIPS, Sysper2, ABAC, JIPSY, PPMT etc.) would be an advantage.</p> <p>The ideal candidate must be able to work as part of a team. S/he must be dynamic, well organised, and able to take initiative and have a service-minded attitude.</p> <p>Personal abilities such as self-motivation, team spirit, and ability to be proactive and work independently or under minimal supervision are required as well.</p>
<p><b>Directorate Unit</b></p>	<p>Growth and Innovation Finance and Economy</p> <p>Further information: <a href="https://ec.europa.eu/jrc/en/research-topic/financial-and-">https://ec.europa.eu/jrc/en/research-topic/financial-and-</a></p>

	<a href="#">economic-analysis</a>
<b>Indicative duration</b>	12 months initial contract with possible renewals 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 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.  <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>