

**2019-IPR-RI-FGIII-011848****FGIII - Legal assistant to the Commission  
Ispra Site Manager**

<b>Position for:</b> <b>FGIII – Legal Assistant</b>	<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 mission of the Site Management Ispra Department of the Directorate for Support Services is to identify and ensure the application of the appropriate safety, security and environmental procedures and measures for the Ispra Site. To make the Ispra site an attractive and effective working environment. To be the main interlocutor of the Italian authorities on these aspects and to ensure that JRC Ispra act as a good neighbour to the local community. To coordinate non-nuclear safety and security measures for the other JRC sites.</p> <p>The Department consists of an office supporting the Department Head, and of 3 Units. The job is located in the Department office.</p> <p>The selected candidate will support the Head of Department by providing legal advice and counselling regarding the activities on the Ispra Site and legal obligations, in particular with relations to the host country (Italy), and to support the decision making process of the JRC-Ispra Site Manager from a legal and administrative point of view, under the supervision of an official.</p> <p>Qualifications:</p> <p>The ideal candidate should have a university degree in the legal field. A job related experience of at least 3 years is desirable. Knowledge of the Italian law is an advantage.</p> <p>We are looking for a motivated and service-oriented person able to work in close collaboration with various service functions and units. The candidate must have excellent diplomatic, organisational and analytical skills, a capacity for harmonising proposals coming from multiple sources. We value a positive attitude to strategic thinking, an enthusiastic and proactive approach towards resolving client's issues.</p> <p>Excellent written and oral communication skills in Italian (C2) and English (B2).</p>
<b>Directorate Unit</b>	Support Services Site Management Ispra Department  Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a>
<b>Indicative duration</b>	36 months initial contract with possible renewals up to maximum 6 years

<p><b>JRC Site</b></p> <p><b>Country</b></p>	<p>Ispra</p> <p>Italy</p>
<p><b>Rules and eligibility</b></p>	<p>The candidate must be on a valid EPSO reserve list for Function Group III contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function Group III 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>