



**2019-IPR-E1-FGII-011913**

**FG II - Secretary**

<p><b>Position for:</b> <b>FGII – Secretary</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 Disaster Risk Management Unit is looking for a candidate to provide general secretarial and administrative support to the Head of Unit and to the Unit in the daily management of contacts, missions, correspondence, document management services and contribute to good communication and smooth administration.</p> <p>The functions will be to:</p> <ul style="list-style-type: none"> <li>• Provide assistance by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and calendar.</li> <li>• Ensure follow-up and respect of deadlines in the group activities.</li> <li>• Take, transcribe and prepare notes, minutes, routine correspondence, or other texts.</li> <li>• Organize and follow-up of missions according to applicable rules and tools (reservations and MIPS), insert and monitor holidays, leave and absence records and similar personnel administration formalities.</li> <li>• Maintain the coordination with the unit’s secretariat on administrative matters.</li> <li>• Record incoming and outgoing correspondence using archiving software (ARES).</li> <li>• Co-ordinate administrative documents retrieve individual documents and sets of documents by subject.</li> <li>• Full organisation (distribution of invitations, reserving rooms, transportation, entrance permits compiling folders of working documents, financial commitments and follow-up) of international meetings, visits, workshop and conferences promoted by the Unit.</li> </ul> <p>Qualifications:</p> <p>The candidate should possibly have at least 3 years job related experience.</p> <p>Organisation skills, reliability, team player mind set and problem solving attitude are essential.</p> <p>The successful applicant needs to be able to work independently, and have a good level of written and spoken English (level B2). ICT knowledge should cover Office package and end-user of databases.</p>
<p><b>Directorate Unit</b></p>	<p>Space, Security &amp; Migration Disaster Risk Management</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 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>