



**2019-BRU-A4-FGII-011988**

**FG II – Secretary to the Head of Unit**

<p><b>Position for:</b></p> <p><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 current vacancy is in the Directorate for Strategy, Work Programme and Resources in the Legal Affairs Unit.</p> <p>The Legal Affairs Unit (Ispra/Brussels) is the Directorate-General focal point for advice and coordination on legal and data protection issues in support of the activities of the JRC.</p> <p>The secretary will provide general secretarial and administrative support to the Head of Unit and assist in her daily tasks (keeping the agenda, preparation of missions, formatting of notes, registration of correspondence, organisation of meetings,...)</p> <p>The secretary will also act as Document Management Coordinator and provide the Unit with administrative support related to document management in ARES (registration of correspondence and creation/follow-up of signataires).</p> <p>In addition (s)he will be responsible to deal with Quality Management issues within the Unit to ensure the unit complies with the JRC Quality Policy.</p> <p>Qualifications:</p> <p>The candidate will have a minimum of 2 years of relevant experience and a very good command of English (B2).</p> <p>A sound knowledge of French would be an advantage.</p>
<p><b>Directorate Unit</b></p>	<p>Strategy, Work Programme and Resources Legal Affairs</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>Brussels</p> <p>Belgium</p>
<p><b>Rules and eligibility</b></p>	<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</p>

	<p>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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