



2019-IPR-E4-FGII-011994

**FG II – Secretary - Secretarial and administrative support to the project 'Integrated techniques for the seismic strengthening and energy efficiency of existing buildings'**

<p><b>Position for:</b></p> <p><b>FG II - 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 Space, Security and Migration (located in Ispra, Italy). The Directorate serves the Foreign and Security, Humanitarian Aid and Civil Protection, Human Rights, Justice and Home, and Institutional Affairs policy areas including the perspective of the emerging Digital Single Market.</p> <p>The job we propose is in the Safety and Security of Buildings Unit within a team of scientists (experimentalists and numerical modellers) which provides reference results relevant to the European standardization in the building and construction sectors.</p> <p>The jobholder will work for the Pilot project '<i>Integrated techniques for the seismic strengthening and energy efficiency of existing buildings</i>' which will identify existing technological options for seismic and energy upgrading as well as the typologies of buildings most needing upgrading. The project will involve many different contributors – statutory staff as well as fee paid experts, external consultants and invited persons for different meetings and workshops. It will deliver technical and policy relevant reports.</p> <p>The main tasks of the job will include:</p> <ul style="list-style-type: none"><li>• Provide general administrative support (file documents, prepare working trips for staff, mail correspondence).</li><li>• Provide organization of logistics for meetings and workshops (invitation letters, hotel bookings, meeting room bookings, catering requests, reimbursements of experts, support to invited persons).</li><li>• Provide assistance to the management of fee paid expert contracts and external consultants contracts.</li><li>• Drafting minute meetings and proofreading and formatting reports and other written material.</li></ul> <p>Qualifications:</p> <p>The ideal candidate must have at least 2 years of working experience as a secretary. Good command of English (B2), both oral and written is required. Good command of MS office tools is a necessity for the job.</p> <p>Ability and willingness to understand new software tools is essential for the tasks of the job. Ability to work in a team and willingness to understand and address customers' needs is necessary. The jobholder will be expected to be able to take initiatives and work autonomously, but</p>
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	<p>following instructions by the hierarchy.</p> <p>The following elements will be considered an advantage:</p> <ul style="list-style-type: none"> <li>- Understanding of the Commission's tools and procedures.</li> <li>- Experience in drafting minutes and proofreading English texts.</li> <li>- Experience in the organization of large events.</li> <li>- Knowledge of Italian language.</li> </ul>
<b>Directorate Unit</b>	<p>Space, Security and Migration Safety and Sustainability of Buildings</p> <p>Further info: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>
<b>Indicative duration</b>	24 months
<b>JRC Site</b> <b>Country</b>	<p>Ispira</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. <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>