



**2019-IPR-D5-FGII-012011**

**FG II - Secretary**

**Position for:**

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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.

The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: <https://ec.europa.eu/jrc/>

The current vacancy is in the Directorate for Sustainable Resources (located in Ispra, Italy). Its mission is to provide independent scientific evidence to support the development, implementation, evaluation and coherence of EU policies, mainly in the areas of agriculture and rural development, development cooperation, environment and climate change, the blue economy and fisheries, the bio economy, industry and trade.

The vacancy is within the Food Security Unit, which has the task to provide technical assistance (data, guidance, indicators, tools, analysis) and innovative solutions for implementing, monitoring and evaluating the Common Agricultural Policy (CAP); to model and monitor crop growth, providing estimates of agricultural yields and production in Europe and neighbouring countries and to provide independent scientific assessment of food availability and nutrition in third countries with a focus on Africa; to perform agro-meteorological and climate change modelling and socio economic-assessments.

We offer a position as secretary to support the Food Security Secretariat. As part of a team, reporting to the Unit Head. The team works to back each other up in times of absence or peak work load. The post is fundamental to the Unit's activities given the quantity of administrative work and the need to keep the Unit office functioning on all working days.

The main tasks for this post are:

- Overall coordination of the secretariat and smooth provision of services to the staff (missions, small purchases, etc.)
- Daily management of the secretariat for the Head of Unit with the duties of providing assistance by answering the telephone, filtering calls and taking messages and responding to general inquiries.
- Human resource administration
  - Support to personnel management and monitoring (Sysper2, absence, flexitime, sickness); Personal file management for the recruitment process: preparation of files and follow-up with HR Units. Validate monthly time declarations and liaise with Support Unit for corrections. Responsible for the new staff "welcome Package and Training".
- Financial administration
  - Financial activities related to procurement preparation, planning and monitoring of resource usage,

	<p>Meeting Management System.</p> <ul style="list-style-type: none"> <li>◦ Participating in the preparation of the yearly budget exercise, respecting deadlines and in conjunction with the Project Leaders, Head of Unit and Support Units.</li> <li>◦ Staying up to date with Commission Financial Regulations and internal procedures. Following-up and helping to solve problems with invoicing and contracts. Working as an Operational Initiating Agent (OIA).</li> <li>◦ Maintaining an up-to-date analysis of the resource utilisation within the Unit.</li> </ul> <ul style="list-style-type: none"> <li>• Preparation of spreadsheets and data in support to the Unit Head and other scientific staff.</li> <li>• Back-up activities in the team, related to meetings organisation, entry permits, etc.</li> </ul> <p>Qualifications:</p> <p>We are looking for motivated candidates who should have experience in general secretarial, administrative and financial support activities. S/he should have analysing and problem solving skills, be able to conceptualise problems, identify and implement solutions. S/he should be able to work in a proactive and autonomous way. S/he should be flexible (open towards new demands) and stress resistant. Moreover s/he should have a good planning capacity and coordination skills and be able to work in a team.</p> <p>Good knowledge of English (B2) and Italian (B1) is required.</p> <p>Knowledge of internal Commission tools like ABAC and JIPSY would be an asset.</p>
<p><b>Directorate Unit</b></p>	<p>Sustainable Resources Food Security</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> <b>Country</b></p>	<p>Ispra Italy</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 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></p>

<https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members>

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.

*Please note that in case a high number of applications is received only shortlisted candidates will be contacted.*