



2019-PTT-R2-FGII-012155

FG II – Secretary to the Unit

**Position for:**

**FGII – Unit Secretary**

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 Support Services Unit is in charge of coordinating the implementation of support service functions on the Petten Site in the areas of Infrastructures Development and Maintenance, Finances & Procurement, Logistics and Document Management.

The selected candidate for the post of Unit Secretary shall assist the Head of Unit in the coordination of the Unit activities and provide assistance in order to handle the administrative procedures and processes required by the specific dossiers assigned to the unit and to comply with existing rules governing the Commission's administration. He/she will be the first point of enquiry for Unit matters and shall forward requests to the appropriate staff, especially in absence of the Head of Unit. Amongst others, he/she shall:

- Ensure that incoming messages and documents are attributed and followed up and that deadlines are respected.
- Co-ordinate the preparation of meetings, workshops, seminars and other events.
- Organize and prepare briefing files for meetings and committees.
- Assist the unit and the sector heads of the unit in the co-ordination of management and planning procedures and respect of priorities.
- Collect and report on the KPI's of the Unit.
- Manage TAS reporting for the Unit.
- Process, create, keep up to date and retrieve dossiers, documents and data in the appropriate files or IT databases.
- Ensure processing of documents for transmission and perform administrative quality checks on files for signature.
- Assist the Unit management with staff appraisal reports, job descriptions, training plans and other personnel administration formalities.
- Assist the unit in the preparation/implementation of audits

	<p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Relevant education and professional experience in an administrative field, preferably as a secretary/assistant to management staff acquired within a public/private, national or international organization;</li> <li>• Good communication skills, as the work will involve constant interactions within a wider EU context.</li> <li>• The candidate should be able to analyse quickly and work with a high degree of precision even under tight deadlines.</li> <li>• A good knowledge of spoken and written English is required (B2).</li> <li>• Given the fact that many contacts with external stakeholders are in Dutch, skills in that language would constitute an advantage.</li> </ul> <p>The JRC applies an equal opportunities policy - in case of equal merit, preference will be given to the gender in minority.</p>
<b>Directorate Unit</b>	Directorate Support Services Support Services Unit Petten
<b>Indicative duration</b>	36 months initial contract with possible renewals up to maximum 6 years
<b>JRC Site</b> <b>Country</b>	Petten  The Netherlands
<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.</p> <p>1. 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><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>