



**2019-BRU-A3-FGIII-012228**

**FG III - Financial Assistant**

<p><b>Position for:</b></p> <p><b>FG III – Financial Assistant</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. 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 vacancy is within the Interinstitutional, International Relations &amp; Outreach of the Directorate for Strategy, Work Programme and Resources.</p> <p>The mission of the Unit is to manage DG JRC's relations with its strategic stakeholders in the EU institutions, Member States, Countries Associated with H2020 and international partners; to raise the profile and reputation of the JRC and of its activities through the coordination of the JRC communication/outreach strategy.</p> <p>The job holder will be expected to provide administrative support to the financial management of the Unit. He/she will initiate orders and oversee the payment of invoices and experts. He/she will also provide the unit head with support regarding overall consumption of budget and monitor execution of commitments.</p> <p>Qualifications: University level education with two years of relevant experience.</p> <p>Languages: English and French level B2</p>
<p><b>Directorate Unit</b></p>	<p>Strategy, Work Programme and Resources Interinstitutional, International Relations &amp; Outreach</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 Country</b></p>	<p>Brussels Belgium</p>
<p><b>Rules and eligibility</b></p>	<p>The candidate must be on a valid EPSO reserve list for Function Group III contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function Group III contract staff, you can still apply by following these steps.</p> <p>You express your interest by applying to the CAST Permanent</p> <p>CAST Permanent is an open-ended selection procedure to</p>

create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents.  
[https://epso.europa.eu/documents/2240\\_en](https://epso.europa.eu/documents/2240_en)

Only then you can apply for this specific position, through <http://recruitment.jrc.ec.europa.eu/?type=AX>

**Auxiliary contract staff:**

<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.*