



2019-SVQ-R1-FGII-012408

FG II - Administrative Assistant - Secretary

<p>Position for:</p> <p>FG II - Administrative Assistant - Secretary</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: https://ec.europa.eu/jrc/en</p> <p>The Unit Support Services Seville (JRC.R.1) is responsible for the management of support functions and the infrastructure at the Seville site.</p> <p>Main tasks of the selected candidate:</p> <ul style="list-style-type: none"> - Provide general secretarial and administrative support to the Head of Unit and JRC.R.1 staff; - Ensure document management tasks to Head of Unit and JRC.R.1 staff; - Assist in the organisation of events for the unit; - Disseminate relevant information when appropriate within the Unit, the Directorate and the Directorate-General (mail, meetings, Connected website, etc); - Provide financial support as Operational Initiating Agent. <p>Qualifications</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> - Minimum 2 years of experience in the field; - B2 level of written and spoken English; - A good knowledge of Word and Excel is essential; - Knowledge in EC IT tools such as MIPs, Sysper2 and Ares would be an asset.
<p>Directorate Unit</p>	<p>Support Services (JRC.R) Support Services Seville (JRC.R.1)</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years.</p>
<p>JRC Site Country</p>	<p>Seville Spain</p>
<p>Rules and eligibility</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.</p> <p>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. https://epso.europa.eu/documents/2240_en</p> <p>Only then you can apply for this specific position, through</p>

<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 due to the high number of applications received only shortlisted candidates will be contacted.