



2019-GEE-F-FGII-012688

FG II - Administrative assistant to the director

<p>Position for:</p> <p>FGII – Administrative assistant</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/</p> <p>The mission of JRC-Directorate F is to provide independent scientific evidence for the development, implementation and evaluation of EU policies, mainly in the areas of standardisation, public health, food and feed safety and authenticity, cosmetics and other consumer products, medical devices, nanomaterials, taxation with a focus on frauds and a well-functioning internal market.</p> <p>The current vacancy is in the Director's Office of Directorate F, which is also responsible for security and access management at JRC-Geel site in Belgium.</p> <p>In order for the director to achieve the professional goals and tight deadlines, the necessary high quality administrative support must be provided. The current position is in the Director's Office of Directorate F, which is also responsible for the security and safety at the JRC-Geel site.</p> <p>The Director's Office is looking for an administrative assistant to support the director in her daily management of Directorate F and some aspects of JRC-Geel. This includes responding to general enquiries, maintaining and updating the agenda, organising and coordinating internal and external meetings including frequent missions and organising and handling the document management. The candidate needs to have a well-structured working approach, being meticulous in handling files and information, including showing the necessary discretion when needed and have excellent organisation skills. The job requires a high sense of responsibility and stress resilience and the ability to work independently.</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> - candidates should fulfill the minimum qualifications for the engagement in function group II; - at least 3 years of relevant experience; - very good knowledge of English and Dutch (level C1 desirable) and B1 level for French.
<p>Directorate Unit</p>	<p>JRC.F.0 Health, Consumers and Reference Materials; Director's Office</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>Geel Belgium</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.</p> <p>https://epso.europa.eu/documents/2240_en</p> <p>Only then you can apply for this specific position, through http://recruitment.jrc.ec.europa.eu/?type=AX</p> <p>Auxiliary contract staff:</p> <p>https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</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>
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