



2019-KRU-G-FGIII-012788

**FG III - Document Management Assistant -
Quality Management**

<p>Position for:</p> <p>FG III – Document Management Assistant - Quality Management</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 the JRC Directorate G for Nuclear Safety and Security is the implementation of the JRC Euratom Research and Training Programme, the maintenance and dissemination of nuclear competences in Europe to serve both "nuclear" and "nonnuclear" Member States. A strong cooperation and complementarity with their national organisations is of key relevance. JRC Directorate G supports the relevant policy DGs with independent, technical and scientific evidence in the areas of nuclear safety, security and safeguards. Directorate G is also an active key partner in international networks and collaborates with international organisations and prominent Academic and Research Institutes.</p> <p>Qualifications: The jobholder will provide administrative assistance for the implementation of the IMS quality management system and JRC Workprogramme, Monitor the database(s) of non-conformities, recommendations, related actions and document management. S/he will be co-responsible for new projects related to Quality management (as EMAS, or similar) and give support for internal audits at JRC Karlsruhe site according to its Internal Audit Programme. In addition, the jobholder will give general administrative assistance to the Director of Directorate G or her assistants.</p> <p>The successful candidate should ideally have completed postsecondary education studies or secondary education studies incl. relevant professional experience, focused on quality management/project management and general management. A job-specific training and an introduction to the Commission's IT tools will be provided. He/she should have very good knowledge of English (C1) and German (C1).</p>
<p>Directorate</p>	<p>DG Joint Research Centre – JRC Directorate G – Nuclear Safety & Security Further information: https://ec.europa.eu/jrc/en</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>

JRC Site Country	Karlsruhe Germany
Rules and eligibility	<p>The candidate must be on a valid EPSO reserve list for Function Group III contract staff.</p> <p>Applicants to the following Calls for expression of interest can also be considered:</p> <p>1. CAST Permanent - EPSO has launched in January 2017 an 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. Details available at the link below: https://epso.europa.eu/documents/2240_en</p> <p>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>