



2019-KRU-GI5-FGII-013150

FGII – Secretary – to the Head of Unit

<p>Position for:</p> <p>FGII 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/</p> <p>The mission of the G.I.5 Unit is to retain expertise in basic nuclear materials science and to build the scientific reputation of the directorate as a trustworthy body for policy advice. The Unit's scientists perform basic and applied research on actinide elements and compounds, exploring physics and chemistry issues relevant for understanding the behaviour of nuclear materials at the most fundamental level. They also develop non-power applications of radionuclides, such as spacecraft power systems and targeted alpha-therapy techniques to fight cancer and other diseases. The Unit develops models and numerical codes for the safety assessment of nuclear fuels and publish nuclides data for professional and educational purposes. G.I.5 promotes the integration of basic nuclear materials science at European level by offering research and educational opportunities in the framework of initiatives to grant user access to the scientific infrastructure.</p> <p>Qualifications: The successful candidate should ensure a smooth running of the unit secretariat. S/he will provide general administrative support to the Head of Unit and will carry out general secretarial, organizational and administrative tasks such as prepare routine correspondence, handle unit mail via ARES, ensure follow-up of mail flows, manage the diary of the Head of Unit, answer phone calls, prepare missions and organise meetings. In addition, s/he will provide administrative support to the Unit "Open Access to Research Infrastructure" initiative.</p> <p>We look for a person with proven secretarial, organizational and planning skills. The candidate has to be proactive, dynamic, punctual and able to take initiative. The candidate is expected to have very good MS Office skills. Good knowledge of English (C1 level) and German (B2 level) is required. Experience in the web and communication tools will be appreciated. An introduction to the Commission's ICT tools will be provided.</p>
<p>Directorate Unit</p>	<p>DG Joint Research Centre – JRC Directorate G – Nuclear Safety & Security Unit. G.I.5 – Advanced Nuclear Knowledge</p>

	Further information: https://ec.europa.eu/jrc/en
Indicative duration	12 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Karlsruhe Germany
Rules and eligibility	<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>Auxiliary contract staff: 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>