



2019-PTT-C-FGIII-013228

**FG III – Administrative Assistant Environment
Environment Agent**

Position for:

FGIII – Environmental Agent

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: <https://ec.europa.eu/jrc/>

In the Safety, Environment and Security Team of the Directorate for Energy, Transport and Climate there is a vacancy for a Contract Agent FGIII to perform the following tasks under the supervision of the Sector Head or AST staff as assigned:

- Support in the administration and further development of the Environmental System of the JRC Petten site
- Assistance with preparation of environmental audits, especially on the Eco-Management and Auditing scheme (EMAS)
- Assistance with preparation of environmental policies and yearly environmental plans
- Interaction with external companies and experts on environmental issues
- Interaction with authorities on license requirements
- Interaction with all Units and staff on site on requirements stemming from the EMAS and environmental (ISO 14001) certifications
- Acting as the Environmental Officer of the JRC Petten site
- Contribution to the work of the Team, Sector and Unit as otherwise assigned including different support tasks of safety, environment and security

Qualifications:

- Relevant education and professional experience in the environmental, auditing or legal field
- Relevant education and professional experience in the field of operational and administrative support and resources
- A good knowledge of spoken and written English is required (B2), and Dutch (B1)
- A good knowledge of IT tools for office automation is a must, i.e. Word, Excel and alike.
- Given the fact that many contacts with suppliers/contractors are in Dutch, skills in that language would constitute an advantage.

	<ul style="list-style-type: none"> - The candidate should have good communication skills, as the work will involve constant interaction with Directorate staff and external companies - The candidate should be able to analyse quickly and work with a high degree of precision even under stress. <p>The JRC applies an equal opportunities policy - in case of equal merit, preference will be given to the gender in minority.</p>
Directorate Unit	<p>Directorate C - Energy, Transport & Climate</p> <p>Safety, Environment and Security Sector</p> <p>Further information: https://ec.europa.eu/jrc/en</p>
Indicative duration	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
JRC Site Country	<p>Petten</p> <p>The Netherlands</p>
Rules and eligibility	<p>The candidate must be on any 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>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 due to the high number of applications received only shortlisted candidates will be contacted.</i></p>