



2019-IPR-RI4-FGII-013268

FG II – Service Support Agent

<p>Position for: FGII- Service Support Agent</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 current vacancy is in the Support Services Directorate (located in Ispra, Italy) within the Infrastructure Unit which manages all activities relating to site infrastructure, delivery of utilities, maintenance and management of green areas.</p> <p>We propose a position as Service Support Agent in charge of ensuring the collection and input/update of all the technical data necessary to feed the Ispra-GIS SYSTEM (Geographical Information System) with all the information related to office/laboratory space at the site.</p> <p>Main tasks will include:</p> <ul style="list-style-type: none"> • Input/update in Ispra-GIS the internal layouts of all buildings on Ispra site. • Keep up to date all data related to office space, office use, location of staff in offices, in Ispra-GIS. • Modify in AutoCAD the drawings of the internal layout of buildings. • Provide support to the users of Ispra-GIS. • Participate in the elaboration of technical specifications for corrections or improvements of Ispra-GIS. • Keep up to date the AutoCAD charter for the unit on the basis of input received from the architects /engineers of the unit. <p>Qualifications:</p> <p>The successful applicant needs to be able to work independently, and have a good level of written and spoken English (level B2). ICT knowledge should cover Office package and end-user of databases.</p> <p>Knowledge of AutoCAD and experience in lay-out of offices and/or buildings would be an advantage.</p> <p>A job related experience of at least 3 years will be considered as an asset. Organisation skills, reliability, team player mind set and problem solving attitude are essential.</p>
<p>Directorate Unit</p>	<p>Support Services Infrastructure</p> <p>Further information: https://ec.europa.eu/jrc/</p>

Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Ispra Italy
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>1. 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 http://recruitment.jrc.ec.europa.eu/?type=AX</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>