



2019-BRU-A3-FGII-013469

FG II - Secretary to the Head of Unit

<p>Position for:</p> <p>FG II - 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 Unit is to manage DG JRC's relations with its strategic stakeholders in the EU institutions, Member States, Countries Associated with H2020 and international partners; to raise the profile and reputation of the JRC and of its activities through the coordination of the JRC communication/outreach strategy.</p> <p>We offer a position of Secretary and logistical support to Head of unit and members. S/he will provide support in the day-to-day management of the unit such as the management of incoming/outcoming mail and phone calls, preparation of missions for HoU and deputy HoU, assist HoU in preparing briefings for the DG (BASIS). Organising meetings, taking minutes and proactively following up the actions discussed. Electronic and paper filing.</p> <p>Qualifications:</p> <p>We are looking for a well-organised, service-oriented and proactive secretary ready to carry out a varied set of secretarial and administrative tasks. An ideal candidate should be dynamic, motivated, and forward-looking. S/he will be expected to have good knowledge of the administrative rules and procedures of the Commission, basic computer skills (Eurolook, MS Office Applications). Knowledge of the Commission tools (ARES, MIPS, Sysper2, TAS2, Basis, etc.) and good communication skills will be an asset. The main working language of the Unit is English. A good knowledge of written (B2) and spoken (C1) English is required.</p>
<p>Directorate Unit</p>	<p>Strategy and Work Programme Coordination Interinstitutional, International Relations & Outreach</p>
<p>Indicative duration</p>	<p>12 months initial contract with possible renewals up to maximum 6 years</p>
<p>JRC Site</p> <p>Country</p>	<p>Brussels</p> <p>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 is 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.</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: 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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