



2020-IPR-E6-FGII-013528

FG II - Secretary

<p><b>Position for:</b></p> <p><b>FGII - Secretary</b></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: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p> <p>The current vacancy is with the Demography, Migration and Governance Unit, of the Space, Security and Migration Directorate. This Unit carries out research in support of EU policies in migration and related fields and is responsible for the day-to-day operation of the Knowledge Centre on Migration and Demography.</p> <p>The European Commission's Knowledge Centre on Migration and Demography (KCMD) established in June 2016 is steered by JRC, DG HOME, and eight other services. It is tasked with providing high quality scientific evidence for EU policy makers in migration, supporting the European Agenda on Migration and focusing on migration and demography developments at global scale addressing both short and mid-to-longer term policy needs.</p> <p>The Unit is looking for a Secretary to provide administrative and secretarial support to the Head of Unit and to the Unit in the daily management of contacts, missions, correspondence, meetings, document management services and contribute to good communication and smooth administration. The selected candidate will carry out the following tasks:</p> <ul style="list-style-type: none"><li>• Provide assistance by coordinating Unit agenda, liaising with other Unit Secretariats, ensuring business continuity under HoU direction, maintaining the calendar, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange as required.</li><li>• Ensure follow-up and respect of deadlines in group activities and tasks.</li><li>• Prepare notes, minutes, routine correspondence, or other texts.</li><li>• Organise and follow-up of missions according to applicable rules and tools (reservations and MIPS), insert and monitor holidays, leave and absence records and similar personnel administration formalities.</li><li>• Prepare and manage invitation of experts through AGM (entrance permits in SECPAC), expense declarations etc.</li><li>• Set-up, organise and plan unit and other relevant meetings.</li><li>• Record incoming and outgoing correspondence using archiving software (ARES).</li></ul>
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	<ul style="list-style-type: none"> <li>Co-ordinate administrative documents, retrieve individual documents and sets of documents by subject</li> </ul> <p>Qualifications:</p> <p>The ideal candidate should have a professional experience mostly related to the nature of the duties and knowledge of English (C1 level).</p>
<b>Directorate Unit</b>	<p>Space Security and Migration Migration, Demography and Governance</p> <p>Further information: <a href="http://ec.europa.eu/jrc/">http://ec.europa.eu/jrc/</a></p>
<b>Indicative duration</b>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<b>JRC Site</b> <b>Country</b>	<p>Ispra</p> <p>Italy</p>
<b>Rules and eligibility</b>	<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><a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></p> <p>Only then you can apply for this specific position, through <a href="http://recruitment.jrc.ec.europa.eu/?type=AX">http://recruitment.jrc.ec.europa.eu/?type=AX</a></p> <p><b>Auxiliary contract staff:</b> <a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members">https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</a></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>