



## EUROPEAN COMMISSION

DIRECTORATE-GENERAL HUMAN RESOURCES AND SECURITY  
Directorate HR.AMC – Account Management Centre  
HR.DDG.AMC 8

2020-PTT-HRDDGAMC8003-  
FGII-013668

**FG II – Talent Management – Learning & Development**

<p><b>Position for:</b></p> <p><b>FG II Talent Management Learning &amp; Development Assistant AMC.8 Petten site</b></p>	<p><b>We are</b></p> <p>AMC.8 is one of the 8 Units in DG HR's AMC Account Management Centre (AMC). The mission of AMC.8 is to ensure effective local HR services for the Joint Research Centre (JRC), with a high level of customer service and in full respect of the rules in place. The unit will thus help ensure greater consistency and coherence for staff in the application of HR policies. The AMC will also help the Commission be more efficient and effective by pooling resources and achieving economies of scale over time.</p> <p>The Account Management Centre is responsible for providing HR services. To do so, it is organised in four teams Team 1 – Organisational Development &amp; Finance Team 2 – Recruitment &amp; Performance Team 3 – Talent Management Team 4 – Health &amp; Well-being, working conditions</p> <p>The AMC8 is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain).</p> <p>The vacancy is in the AMC.8 Unit located in Petten (NL)</p> <p><b>We propose</b></p> <p>We offer a post of Training Officer within the Unit AMC8 in Petten/NL, with the following main tasks:</p> <p><u>Training Management</u></p> <ul style="list-style-type: none"><li>• Ensure the implementation of the learning &amp; development strategy</li><li>• Manage training courses in the Learning Management System (IT platform)</li><li>• Organise specific training courses</li><li>• Provide advice and support to stake holders</li></ul> <p><u>Budget, finance, contracts &amp; Accounting</u></p> <ul style="list-style-type: none"><li>• Certifying invoices, requests for payments, maintaining operational files, follow-up of purchase orders and invoices in dedicated IT tools, and other financial operations</li></ul> <p><u>Assisting the delivery of efficient and effective HR administration</u></p> <ul style="list-style-type: none"><li>• Implement HR processes and procedures</li><li>• ensure clear and adequate two-way communication with relevant stakeholders</li><li>• Liaise with corporate HR for language training, draft technical specifications</li><li>• Support activities in agreement with the Team leader of Training and the Site coordinator</li></ul>
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	<p><b>We look for</b></p> <p>We look for a dynamic and motivated colleague, with a solid experience, a strong sense of duty, an eye for detail, spirit of initiative, ability to work independently and in a team, under pressure and with tight deadlines.</p> <p>She/he should be able to prioritise the assigned workload and carry out the tasks with a sense of commitment and responsibility. The nature of the tasks requires very good interpersonal skills, capacity to interact with scientists and technicians, sound judgement and responsibility.</p> <p>The candidate should have a good knowledge of English, which is the main language used in the Unit and by our stakeholders. Knowledge of Dutch is considered as an advantage.</p> <p>Competence in office automation tools (Outlook, Word, Excel) is a prerequisite.</p> <p>To use Commission internal IT-tools and getting familiar with the tasks of the job, we offer an adequate internal training on site and in other places of the Commission (Ispra/Italy and/or Brussels/Belgium)</p>
<p><b>Directorate Unit</b></p>	<p>Directorate for Human Resources and Security Account Management Centre (AMC) AMC8 - Petten site</p>
<p><b>Indicative duration</b></p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p><b>Commission Site</b> <b>Country</b></p>	<p>Petten  The Netherlands</p>
<p><b>Rules and eligibility</b></p>	<p>The candidate must be on any valid EPSO reserve list for Function Group II contract staff.</p> <p>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: <a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</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 due to the high number of applications received only shortlisted candidates will be contacted.</i></p>