



2020-PTT-GI4-FGII-013768

FGII - Administrative Officer + support to administrative and project tasks

<p>Position for:</p> <p>FGII <i>(Administrative Officer)</i></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 JRC Directorate G for Nuclear Safety and Security is the implementation of the JRC Euratom Research and Training Programme, the maintenance and dissemination of nuclear competences in Europe to serve both "nuclear" and "non-nuclear" Member States. JRC Directorate G supports the relevant policy DGs and is a key partner in international networks and collaborates with international organisations and prominent Academia and Research Institutes.</p> <p>The Unit G.I.4 is part of Department I for Nuclear Safety within the Directorate. The major objective of the Department is to provide scientific support to the EU nuclear safety policy. The Unit G.I.4 contributes to technological innovation of nuclear reactor safety through experimental testing, numerical simulation and modelling.</p> <p>Qualifications:</p> <p>To deliver support to administrative and project tasks the candidate should have knowledge on secretarial and project management in terms of monitoring schedule and resources, preparing supporting documents, archiving software and providing logistical support for the organisation of visits and meetings. The candidate should be able to quickly analyse and understand the requests received from the different hierarchical entities as well as identifying the sources of information for elaborating related answers. In this context, communication skills are as well important. Moreover, the candidate should be able to prepare materials related to the unit or the projects that can be publishable.</p> <p>To support the project management the candidate should have proven skills in monitoring schedules, budget and resources, reporting regularly on project advancement and preparing notes, minutes and routine correspondences. Knowledge of archiving software, databases and methodologies to retrieve files are also important for incoming and outgoing documents and correspondences.</p> <p>Language: English with B2 level</p>
<p>Directorate Unit</p>	<p>Directorate Name: Directorate G – Nuclear Safety and Security</p> <p>Unit Name: Unit G.I.4 – Nuclear Reactor Safety and</p>

	Emergency Preparedness
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Petten, The Netherlands
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>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>