



2020-BRU-DDG2-FGII-013968

FG II - Secretary to the Deputy Director-General

<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 vacancy is within the office of the Director-General and Deputy Director-General in the JRC headquarters in Brussels. The office of the director-general is responsible for the overall scientific, technical and financial management of the JRC.</p> <p>We offer a position of Secretary to the Deputy Director-General and DG Advisors.</p> <p>The successful candidate will ensure operational and administrative support in the day-to-day activities in coordination with the different activities of the service.</p> <p>The envisaged work will consist of:</p> <ul style="list-style-type: none"><li>• Support to the DDG and Advisors for the preparation of letters, notes and official documentation. Registration of incoming and outgoing documents. Ensure appropriate follow-up in handling correspondence.</li><li>• Provide full administrative support for the organisation of EU and non-EU missions through the implementation of JRC procedures and the use of specific software.</li><li>• Ensure the respect of internal rules and procedures, and organise follow up meetings.</li><li>• Organisation of meetings of DDG with the scientific committee and experts: preparation of files, assistance in preparing briefings, taking minutes and proactively following up the actions discussed.</li><li>• Electronic and paper filing.</li></ul> <p>Qualifications:</p> <p>The ideal candidate should have experience in the secretarial field. Previous experience with Commission IT tools and systems would be an asset.</p> <p>Very good knowledge of both written and oral English (C1) is required.</p>
<p><b>Directorate Unit</b></p>	<p>JRC DG Office</p> <p>Further information: <a href="https://ec.europa.eu/jrc/en/about/organisation">https://ec.europa.eu/jrc/en/about/organisation</a></p>

<b>Indicative duration</b>	36 months initial contract with possible renewals up to maximum 6 years
<b>JRC Site</b> <b>Country</b>	Brussels Belgium
<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 or to the permanent JRC Call for researchers.</p> <p>CAST Permanent is 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>