



2020-GEE-G2-FGII-014068

FG II - Secretary to the Head of Unit

<p>Position for:</p> <p><i>FG II</i></p> <p><i>Secretary to the Head of Unit</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>JRC Directorate G supports policy DGs with independent, technical and scientific evidence in the areas of nuclear safety, security and safeguards. Directorate G is a key partner in international networks and collaborates with international organisations, research institutes and academia.</p> <p>Unit JRC.G.2 provides high-quality reference nuclear data, measurement standards, science-based policy advice and training in support of EU policies for nuclear safety, security and safeguards. It has two accelerator-based nuclear data facilities, an underground laboratory, a radionuclide metrology and nuclear reference materials laboratories. The Unit cooperates with international organisations and offers open access to its nuclear facilities for researchers from EU Member States and EURATOM associated countries.</p> <p>We are looking for a Secretary to provide administrative and organisational support to the Head of Unit in realizing the Unit's projects, processes, events and activities according to the applicable rules and procedures.</p> <p>The selected candidate will carry out the following tasks:</p> <ul style="list-style-type: none">– Assist with coordinating the Unit agenda, liaise with other secretariats, ensure business continuity under HoU direction, answer the telephone, filter calls and take messages, respond to general inquiries and manage the e-mail exchange.– Set-up, organise and plan meetings and events, including support for JRC Open Access to the Geel site and other visitors.– Record incoming and outgoing correspondence using archiving software (ARES). Archive documents and data relevant for reporting purposes and business continuity.– Organise and follow-up business travel according to applicable rules and tools (reservations and MIPS), insert and monitor holidays, leave and absence records and similar personnel administration formalities.
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	<p><u>Qualification required:</u></p> <p>Candidates should have:</p> <ul style="list-style-type: none"> – the minimum qualifications for function group II; – at least 3 years of relevant experience; – very good knowledge of English (level C1).
Directorate Unit	<p>Directorate G - Nuclear Safety and Security Unit JRC.G.2 - Standards for Nuclear Safety, Security and Safeguards</p> <p>Further information: https://ec.europa.eu/jrc/en/about/jrc-site/geel (related facilities and laboratories)</p>
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	<p>Geel</p> <p>Belgium</p>
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>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>