



2020-PTT-C-FGIII-014153

FG III – Programme Assistant

Position for:

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As the science and knowledge service of the Commission, the mission of DG Joint Research Centre (JRC) is to support EU policies with independent evidence throughout the whole policy cycle.

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/>

The current vacancy is in the Programme Office Team of the Directorate for Energy, Transport and Climate. It is for a Contract Agent FGIII to perform the following tasks under the supervision of the Programme Manager:

- Support Directorate C management and scientific staff and management in tasks related to the organisational and administrative aspects of defining, executing monitoring and evaluating the Directorate Work Programme.
- Acting as back-up Liaison Officer of the Directorate and in particular assisting with the preparation and management of planning and monitoring of budget and human resource.
- Acting as back-up Directorate C contact point for Inter-Service Consultations and European Parliament Questions.
- Support in the establishment and monitoring of various types of collaboration instruments with external partners.
- Interaction with the JRC Headquarters, other JRC Directorates, partner DGs and external partners on Work Programme-related issues.
- Interaction with and support to all Units and staff in Directorate C on requirements stemming from the Work Programme life-cycle process
- Contribution to the work of the Programme Office and the Directors office team.

Qualifications:

- Relevant education and professional experience in the field of operational and administrative support and resources
- A good knowledge of spoken and written English is required (B2)
- A good knowledge of IT tools for office automation is essential, i.e. Microsoft Office skills.
- Knowledge and skills in the area of portfolio and project management would constitute an advantage.
- The candidate should have good communication

	<p>skills, as the work will involve constant interaction with Directorate staff and external stakeholders</p> <ul style="list-style-type: none"> - The candidate should be able to analyse quickly and work with a high degree of precision and autonomy even under stress. <p>The JRC applies an equal opportunities policy - in case of equal merit, preference will be given to the gender in minority.</p>
Directorate Unit	<p>Directorate Energy, Transport and Climate</p> <p>C0, Programme Office</p> <p>Further information: https://ec.europa.eu/jrc/en</p>
Indicative duration	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
JRC Site Country	<p>Petten</p> <p>The Netherlands</p>
Rules and eligibility	<p>The candidate must be on any valid EPSO reserve list for Function Group III contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function Group III 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 - 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: 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><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>