



2020-SVQ-B4-FGII-014830 **FGII - Secretary**

<p>Position for: FG II Secretary</p>	<p>As the science and knowledge service of the European 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: http://www.jrc.ec.europa.eu</p> <p>The Unit Human Capital and Employment focuses on providing scientific support related to Human Capital and Employment so as to contribute to Innovation, Growth and Social Cohesion in the EU. The unit aims to develop scientific evidence to support policy making in the areas of: (1) learning and education; (2) skills and competences; (3) work and labour; (4) labour markets and social change.</p> <p>The selected candidate will be in charge of a wide range of tasks including, but not limited to:</p> <ul style="list-style-type: none"> - assist the Head of Unit, deputy Head of Unit and project leaders with financial operations, contracts and management of administrative arrangements; - organise administratively all aspects of meetings and workshops including financial commitment and budget follow-up; - monitor and provide reporting on the unit's budget, including the implementation of administrative arrangements and contracts; - provide assistance to the Unit Management in all tasks such as reservation of rooms, reception and security arrangements, holidays, absences, training; - verify staff mission requests and statement of expenses; - draft, review documents, record them and follow up their Ares signature/registration/filing; <p>The candidate should be a motivated and dynamic person able to learn and to adapt to the EC environment and work.</p> <p>The successful candidate must be able to work as part of a team but is also expected to work autonomously.</p> <p>S/he must be dynamic, well organised, able to take initiative and have a service-minded attitude.</p> <p>Good written and spoken knowledge of English is essential and knowledge of Spanish is an asset.</p>
<p>Directorate</p>	<p>Directorate for Growth and Innovation</p>

Unit	<p>B.4 Human Capital and Employment</p> <p>Further information: https://ec.europa.eu/jrc/en/research-topic/learning-and-skills</p>
Indicative duration	<p>36 months initial contract with possible renewal up to maximum 6 years</p>
JRC Site Country	<p>Seville</p> <p>Spain</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>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>