

**2020-IPR-D1-FGII-014831****FG II - Secretary****Position for:****FGII - Secretary**

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.

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 vacancy is within the Bio-Economy Unit, (located in Ispra, Italy), which provides scientific support to EU policies related to the bio-economy such as the sustainable production as well as the use of biological resources and the conversion to value added products, such as food, feed, bioenergy and bio-based products.

We are looking for a secretary to provide general administrative support to Head of Unit, Work Package Leaders, and all staff within the Bio-Economy Unit.

The successful candidate will, under the supervision of the Unit Head secretary, ensure the administrative and logistic support in coordination with the different activities of the service.

The envisaged work will consist of:

- Provide full administrative support to the Unit staff for the organisation of EU and non-EU missions through the implementation of EC/JRC procedures and the use of specific software.
- Organise events such as meetings and workshops: booking of meeting rooms and hotel accommodation, organisation of lunches and coffee breaks, request of transport services, request of entrance permits following the EC/JRC procedure, implementation of the financial procedure for the reimbursement of experts and for external services.
- Request transport services and daily entrance permits for occasional visitors.
- Assistance to the staff for the preparation of letters, notes and official documentation. Registration of incoming and outgoing documents. Ensure appropriate follow-up in handling correspondence.

Qualifications:

The ideal candidate should have at least 3 years' experience in the secretarial field, experience in the scientific / communication sector will be an advantage.

Good knowledge of spoken and written English is required (level B2).

Directorate Unit	Sustainable Resources Bio- Economy Further information: https://ec.europa.eu/jrc/
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Ispra Italy
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 is 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.</p> <p>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>