



2020-BRU-A3-FGIII-015409

**FG III - ADMINISTRATIVE ASSISTANT –
EVENTS ORGANISER**

<p>Position for:</p> <p>FG III – Administrative Assistant</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. 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>The current vacancy is in the Directorate for Strategy, Work Programme and Resources. Its mission is to coordinate the implementation of the JRC Strategy, ensuring it is kept up-to-date and well aligned to policy developments; this includes resource planning, the translation of policy developments into the work programme, support to the implementation of the Euratom Treaty. Being responsible for building strategic partnerships and relations with customers and stakeholders, the Directorate also plays a strong role in enhancing the reputation of the organisation and the impact of its work on EU Policy.</p> <p>The vacancy is within the Interinstitutional, International Relations & Outreach Unit, which has the mission to manage DG JRC's relations with its strategic stakeholders in the EU institutions, Member States, Countries Associated with H2020 and international partners; to raise the profile and reputation of the JRC and of its activities through the coordination of the JRC communication/outreach strategy.</p> <p>The Unit is looking for a colleague to provide administrative support to the JRC Board of Governors, which assists and advises the Director-General and the Commission on the strategic role of the JRC and its management. The job holder will ensure the organisation and follow-up to the meetings, management of relevant documents and procedures. S/he will deal with the financial management linked to the meetings and other stakeholder events organised by the Unit.</p> <p>Qualifications:</p> <p>University level education with two years of relevant experience.</p> <p>Languages: English B2 and French level B1</p> <p>The JRC cultivates a workplace based on respect for other people and the environment, embraces non-discriminatory practices and equality of opportunity and encourages lifelong learning and development possibilities.</p>
<p>Directorate Unit</p>	<p>Strategy, Work Programme and Resources Interinstitutional, International Relations & Outreach</p>

Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Brussels Belgium
Rules and eligibility	<p>The candidate must be on a 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>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. 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>