



2020-IPR-D2-FGII-015609

FG II - SECRETARY – SECRETARIAL ASSISTANCE

<p>Position for:</p> <p>FG II - Secretary</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>The current vacancy is in the Directorate for Sustainable Resources (located in Ispra, Italy).</p> <p>The mission of Directorate is to provide independent scientific evidence to support the development, implementation, evaluation and coherence of EU policies, mainly in the areas of agriculture and rural development, development cooperation, environment and climate change, blue growth and fisheries, the bioeconomy, industry and trade.</p> <p>The offered vacancy is within Water and Marine Resources Unit. The Unit addresses societal and economic challenges linked to the management of freshwater water and marine resources, including fisheries, aquaculture in the context of prosperity, livelihood and food security. It is also engaging in inter-disciplinary science promoting the integration of water in sectoral EU policies taking impacts of climate change into account.</p> <p>The Unit is looking for a colleague supporting general secretarial and administrative needs.</p> <p>Qualifications:</p> <p>We are looking for a motivated, committed and proactive colleague with a developed sense of responsibility. The candidate should have proven secretarial and administrative skills.</p> <p>Tasks are varied (organisation of meetings and missions, taking of minutes, follow up of correspondence) and include horizontal tasks such support to documentation, archiving and dissemination.</p> <p>Good knowledge of English (B2) is necessary. Knowledge of another Community language(s) would be an advantage.</p>
<p>Directorate Unit</p>	<p>Sustainable Resources Water and Marine Resources</p> <p>Further information: https://ec.europa.eu/jrc/</p>

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 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>