



2020-IPR-GIII9-FGIII-015748

**FG III – PROGRAMME ASSISTANT -
ASSISTANT TO THE PROGRAMME MANAGER**

<p>Position for:</p> <p>FIII- Programme 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.</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 Nuclear Safety and Security. Its mission is the implementation of the JRC Euratom Research and Training Programme, the maintenance and dissemination of nuclear competences in Europe to serve both 'nuclear' and 'non-nuclear' Member States. A strong cooperation and complementarity with their national organisations is of key relevance. The Directorate supports the relevant policy DGs with independent, technical and scientific evidence in the areas of nuclear safety, security and safeguards. It is also an active key partner in international networks and collaborates with international organisations and prominent Academia and Research Institutes.</p> <p>The Nuclear Decommissioning unit is located at the Ispra site which is the third biggest Commission site and hosts two thirds of the JRC staff. The JRC Nuclear Decommissioning Unit's mission is to decommission the historical nuclear facilities at the Ispra site and to dispose of the related radioactive waste, bringing the site to a condition of no radiological risk.</p> <p>The Nuclear Decommissioning Unit of JRC is looking for a Programme Manager Assistant in the area of budget and procurement planning, monitoring and project performance assessment.</p> <p>The selected candidate will carry out the following tasks:</p> <ul style="list-style-type: none">• Prepare and keep update annual procurement plan of the Unit;• Share with the Sector Head the management of the Project Implementation Assistance and Project Management Assistance Service framework contracts;• Elaborate and participate to programme/project strategies/planning, improve existing projects, define tasks and deliverables, review of project/programme deliverables, quality control, risk analysis and management, status reports, problem reporting and management systems, project planning, follow-up and organisation;• Provide support to the planning and monitoring of maintenance sector's short and medium term activity and budget;• Verify bills of materials and associated accountancy according to instructions from the technical responsible
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	<ul style="list-style-type: none"> • Administrative management of the site access and logistics procedures associated with the maintenance activities; • Document management related to the maintenance activities; • Provide a centralised contact point for the small maintenance requests. <p>Qualifications:</p> <p>The ideal candidate must have experience in industrial and/or environmental engineering of at least 3 years, with the particular reference to business organization, quality assurance and budget monitoring.</p> <p>Experiences related to the nature of the duties and in particular, in the area of project monitoring would be an asset. Apart from knowledge of the financial environment of the Commission, the successful candidate should have good drafting skills, ability to work with several stakeholders and good planning capacity.</p> <p>A very good command of English (C1) and a good command of Italian (B2) is required.</p>
Directorate Unit	<p>Nuclear Safety and Security Nuclear Decommissioning</p> <p>Further information: https://ec.europa.eu/jrc/en/about/jrc-site/ispra , https://ec.europa.eu/jrc/en/about</p>
Indicative duration	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
JRC Site Country	<p>Ispra</p> <p>Italy</p>
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 or to the permanent JRC Call for researchers.</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</p>

	<p>within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.</p>
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Please note that in case a high number of applications is received only shortlisted candidates will be contacted.