



2020-BRU-I4-FGIII-015832

**FG III – ADMINISTRATIVE ASSISTANT -
INTELLECTUAL PROPERTY**

<p>Position for: 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.</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>Within the Competences directorate of the JRC, the Commission’s Central Intellectual Property (IP) Service is established in Intellectual Property and Technology Transfer unit. The Central IP Service advises and raises awareness on all IP assets pertaining to the Commission. It also manages the IP portfolio of the Commission.</p> <p>The job consists in:</p> <ul style="list-style-type: none"> • Providing support to the management of framework contracts and budget for the unit; • Giving administrative support to the work in the unit; • Administrative handling of IP files under supervision of a lawyer; • Assisting with the administrative handling of contract and deadline management; • Providing support to the organisation of events of the Unit. <p>Qualifications:</p> <p>Experience of at least three years in at least one of the three fields: Administrative support, contract management or intellectual property.</p> <p>Very good level of written and oral English (C1) is required,</p>
<p>Directorate Unit</p>	<p>Competences Intellectual Property & Technology Transfer</p> <p>Further information: https://myintracomm.ec.europa.eu/corp/intellectual-property/Pages/default.aspx</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p>JRC Site Country</p>	<p>Brussels Belgium</p>
<p>Rules and eligibility</p>	<p>The candidate must be on a valid EPSO reserve list for</p>

Function Group III contract staff.

If you are not in any valid EPSO reserve list for Function Group III contract staff, you can still apply by following these steps.

You express your interest by applying to the CAST Permanent or to the permanent JRC Call for researchers.

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

Auxiliary contract staff:

<https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members>

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.

Please note that in case a high number of applications is received only shortlisted candidates will be contacted.