

**2020-IPR-A4-FGII-015910****FG II - SECRETARY**

| | |
|---|---|
| Position for: FGII - Secretary | <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 Legal Affairs Unit (Brussels/Ispra) is the focal point of Directorate-General Joint Research Centre for advice and coordination on legal and data protection issues in support of the activities of the JRC.</p> <p>The position is for a Contract Agent FGII Secretary. The secretary will provide administrative support to the Legal Affairs Unit, in particular:</p> <ul style="list-style-type: none">• Administrative assistance in the allocation and follow-up of legal consultations;• Maintaining and updating the Unit's Connected@JRC pages;• Providing administrative assistance in preparing Collaboration Instruments between the JRC services and external entities, including in particular the preparation of agreements for signatures and the registration of documents in the dedicated systems (ARES and JIPSY). <p>Qualifications:</p> <p>The candidate will have a minimum of two years' experience in secretarial/administrative support and a very good command of English (C1).</p> |
| Directorate Unit | Strategy, Work Programme and Resources Legal Affairs Further information: https://webgate.ec.europa.eu/connected/community/jrc/directorate-a/a4/ |
| Indicative duration | 36 months initial contract with possible renewals up to maximum 6 years |
| JRC Site Country | Ispra Italy |

| | |
|-------------------------------------|---|
| <p>Rules and eligibility</p> | <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 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 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> |
|-------------------------------------|---|