



2020-BRU-I2-FGII-016088

FG II - SECRETARY

<p>Position for:</p> <p>FGII- 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 Unit for "Foresight, Modelling, Behavioural Insights & Design for Policy" is based in Brussels, Ispra and Seville. It is part of the Competences Directorate of the JRC that is under the authority of the Director General. Its mission is to strengthen the capacity of JRC in anticipatory intelligence (horizon scanning, anticipation, foresight), modelling, behavioural sciences, design for policy and science and technology studies.</p> <p>For our team in Brussels, we are looking for a motivated, proactive and team oriented colleague to take the following responsibilities and tasks:</p> <ul style="list-style-type: none">• Administrative support to the members of the Unit: organisation of missions, management of incoming and outgoing correspondence, telephones, meetings, etc;• Administrative support to the Head of Unit and Deputy Head of Unit;• Follow-up of inter-service consultations, briefings, translation and other standard administrative tasks associated with document production management;• Open, register and filter incoming mail, route mail to appropriate individuals and keep mailing lists up to date;• Contribute to archiving correspondence (including registering in ARES) and to storing, reproducing, translating, circulating and / or retrieving documents;• Provide logistical support for the organisation of meetings, workshops, conferences and other events;• Draft, type, handle the layout and check quality of documents using Word, Legiswrite, Eurolook, Excel and /or PowerPoint;• Initiating Agent for the reimbursement of external experts, follow-up of the financial circuit. <p>Qualifications:</p> <p>Suitable candidates should possess:</p> <ul style="list-style-type: none">• Knowledge on document management;• Good management of IT tools: Outlook, Eurolook, Excel, Powerpoint, Word, Webdor, Ares;• Capable to communicate and work with others;• Ability to work proactively and delivering quality and results on time;
---	---

	<ul style="list-style-type: none"> • Job-related experience of 3 years (advantage); • Have good knowledge of English and French (B2). <p>Knowledge of administrative rules and procedures of the EC institutions will be considered an asset.</p>
Directorate Unit	<p>Competences Foresight, Modelling, Behavioural Insights & Design for Policy</p> <p>Further information: http://blogs.ec.europa.eu/eupolicylab/ https://ec.europa.eu/jrc/</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 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. 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>