



2020-BRU-H1-FGII-016129

FG II - SECRETARY

**Position for:**

**FGII - Secretary**

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.

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/>

The "Knowledge for Policy: Concepts and Methods" Unit, belonging to the "Knowledge Management" Directorate, is based in Ispra and Brussels.

The mission of the Unit Knowledge for Policy: Methods and Concepts is to understand how to best inform public policy with scientific knowledge in order to:

- Train JRC scientists and Commission policymakers in managing scientific knowledge;
- Provide advice on how to collaborate and share knowledge;
- Engage citizens;
- Support the management of the Commission's country and regional knowledge (in particular for the European Semester);
- Build knowledge for policy capacity in the Member States and developing countries.

For the team in Brussels, we are looking for a proactive professional, motivated and service-oriented Secretary to the unit, to take the following responsibilities and tasks:

- Support the daily management of the Unit and in particular the Head of Unit (HR matters, missions, document presentation, document management);
- Act as contact point for the Unit's staff for administrative matters and to contribute to effective internal communication and knowledge sharing.

Qualifications:

Prior experience in a similar position, especially with reference to document management and administrative tasks is desirable.

A basic understanding of HR processes would be a relevant asset.

Sound knowledge of office automation as well as collaborative digital tools (e.g. Teams) is required.

The profile is completed by organisational skills, ability to work independently and to prioritise, good communication

	<p>skills (oral, written and digital), flexibility, resilience and confidentiality.</p> <p>Very good knowledge of English (C1) and good French (A2) is essential and knowledge of other languages would be an asset.</p>
<b>Directorate Unit</b>	<p>Knowledge Management Knowledge for Policy: Concepts and Methods</p> <p>Further information: <a href="https://ec.europa.eu/jrc/communities/community/evidence4policy">https://ec.europa.eu/jrc/communities/community/evidence4policy</a></p>
<b>Indicative duration</b>	36 months initial contract with possible renewals up to maximum 6 years
<b>JRC Site</b> <b>Country</b>	Brussels Belgium
<b>Rules and eligibility</b>	<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. <a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></p> <p>Only then you can apply for this specific position, through <a href="http://recruitment.jrc.ec.europa.eu/?type=AX">http://recruitment.jrc.ec.europa.eu/?type=AX</a></p> <p><b>Auxiliary contract staff:</b> <a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members">https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</a></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>