



EUROPEAN COMMISSION

DIRECTORATE-GENERAL HUMAN RESOURCES AND SECURITY
Directorate HR.AMC – Account Management Centre
HR.DDG.AMC 8

2020-PTT-HRDDGAMC8002-
FGII-016150

**FG II – Human Resources Management (HRM)
Agent (Recruitment, Mobility & Performance)**

<p>Position for:</p> <p>FG II – Assistant</p> <p>Recruitment, Mobility & Performance</p> <p>AMC.8 Petten site</p>	<p>We are</p> <p>AMC.8 is one of the 8 Units in DG HR's AMC Account Management Centre (AMC). The mission of AMC.8 is to ensure effective local HR services for the Joint Research Centre (JRC), with a high level of customer service and in full respect of the rules in place. The unit will thus help ensure greater consistency and coherence for staff in the application of HR policies. The AMC will also help the Commission be more efficient and effective by pooling resources and achieving economies of scale over time.</p> <p>The Account Management Centre is responsible for providing HR services. To do so, it is organised in four teams Team 1 – Organisational Development & Finance Team 2 – Recruitment & Performance Team 3 – Talent Management Team 4 – Health & Well-being, working conditions</p> <p>The AMC8 is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain).</p> <p>The vacancy is in the AMC.8 Unit located in Petten (NL)</p> <p>We propose</p> <p>We offer a post of Selection and Recruitment Agent within the Unit AMC8 in Petten/NL, with the following main tasks:</p> <p><u>Selection and recruitment</u></p> <ul style="list-style-type: none">• Manage the procedures for selection and recruitment of statutory and non-statutory staff (publication of vacant posts, collection of applications, eligibility pre-check, analysis of potential candidates, organisation of interviews, communication with applicants, drafting of requests for recruitment)• Contribute to the assessment and assists to the evaluation of conflict of interests.• Provide a professional service, delivering on expectations and carrying out all duties with accuracy, attention to details and promptness.• Implement HR processes and procedures for the relevant Directorates-General in a timely, consistent and fair manner and in accordance with the established rules.• Liaise with the Business Correspondents and the Centre of Expertise for support and advice, regular meetings and feedback.• Ensure clear and adequate two-way communication with relevant stakeholders.• Ensure timely and accurate data encoding in SYSPER• Provide advice and support to staff members and line managers with regards to questions related to HR matters <p><u>Operational and administrative support:</u></p> <ul style="list-style-type: none">• Manage incoming and outgoing HR correspondence.• File documents in accordance with the filing plan in ARES (document management system).• Organise files for retention respecting the administrative
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	<p>retention period of the Common Commission-Level Retention List for European Commission files and transfer to the HR Archives, as and when appropriate</p> <p><u>Budget, finance, contracts & Accounting</u></p> <ul style="list-style-type: none"> • Act as Operational Initiating Agent (OIA) and sign the "conforme aux faits". • Assist in monitoring/control budget consumption of actions. • Preparing reimbursement for candidates, certifying invoices, requests for payments, maintaining operational files, follow-up of RTO and invoices in dedicated HR matters <p><u>Welcome and Farwell Desk</u></p> <ul style="list-style-type: none"> • Announce new staff members on Intranet (CONNECTED) and other means if applicable, act as first contact point for future staff members. Prepare Farewell procedures for staff members living the Petten site. Accurate updating CONNECTED and related HR-services. <p><u>General</u></p> <ul style="list-style-type: none"> • Act as replacement for other team members <p>We look for</p> <p>We look for a dynamic and motivated colleague, with a solid experience, a strong sense of duty, an eye for detail, spirit of initiative, ability to work independently and in a team, under pressure and with tight deadlines.</p> <p>She/he should be able to prioritise the assigned workload and carry out the tasks with a sense of commitment and responsibility. The nature of the tasks requires very good inter-personal skills, capacity to interact with scientists and technicians, sound judgement and responsibility.</p> <p>The candidate should have a good knowledge of English, which is the main language used in the Unit and by our stakeholders. Knowledge of Dutch is considered as an advantage.</p> <p>Competence in office automation tools (Outlook, Word, Excel) is a prerequisite.</p> <p>To use Commission internal IT-tools and getting familiar with the tasks of the job, we offer an adequate internal training on site and in other places of the Commission (Ispra/Italy and/or Brussels/Belgium)</p>
Directorate Unit	Directorate for Human Resources and Security Account Management Centre (AMC) AMC8 - Petten site
Indicative duration	36 months initial contract with possible renewals up to maximum 6 years
Commission Site Country	Petten The Netherlands
Rules and eligibility	The candidate must be on any valid EPSO reserve list for Function Group II contract staff.

EPSO has launched in January 2017 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. Details available at the link below: 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 due to the high number of applications received only shortlisted candidates will be contacted.