



EUROPEAN COMMISSION

JOINT RESEARCH CENTRE

2021-IPR-I-FGII-016468

**FG II - SECRETARY/ADMINISTRATIVE
SUPPORT – SECRETARY TO THE DIRECTOR**

POSITION FOR:

Member of the contract staff FGII– art. 3b of the Conditions of Employment of Other Servants
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

WE ARE:

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 JRC offers a vacancy for a Contract Agent within Directorate for Competences, whose mission is to set up and operate Competence Centres, which will develop, provide and apply analytical tools, methods and integrated solutions to better support all Commission Services for the conception, implementation and evaluation of EU policies.

The Centres will bring together all the relevant JRC expertise and, where appropriate, cooperate with experts from other DGs and external partners. They will provide training in the use of these tools. They will further help to benchmark and validate analysis and knowledge across the Commission to improve quality, coherence and robustness.

WE PROPOSE:

The successful candidate will work as secretary to the Director and contribute to the administrative management of the Directorate.

The selected candidate will carry out the following tasks:

- General administrative support: manage telephone calls, take note and minutes of meetings, draft letters, keep and monitor agenda and deadline, ensure the follow-up and archiving of incoming mail in the functional mailboxes of the Directorate.
- Budget, finance and contracts: support the programme manager with the planning and monitoring of budget.
- Quality: Provide support to quality audits and follow-up of corrective actions, support to staff with templates and procedures.
- Back-up for missions, documents management (Ares), logistics (offices and assets).
- HR matters: support to the Liaison officer.

WE LOOK FOR:

The ideal candidate must have a job-related experience of at least 3 years and a good knowledge of English (B2/C1) and French (B2).

Knowledge of financial and budgetary rules and knowledge of rules of procedures of the Institution would be an advantage.

Other assets:

- Good communication skills
- Ability to deliver in a structured way
- Being proactive and pragmatic

INDICATIVE CONTRACT'S DURATION:

36 months initial contract with possible renewals up to maximum 6 years.

PLACE OF WORK:

Ispra (IT)

RULES AND ELIGIBILITY:

To be eligible for the position, the candidate must be on a valid EPSO reserve list for Function Group II contract staff.

You can be added to an EPSO reserve list if you complete successfully an EPSO selection procedure.

Candidates who are on a valid EPSO reserve list or have applied to an EPSO selection procedure can apply to this specific position through <http://recruitment.jrc.ec.europa.eu/?type=AX>.

How to apply to an EPSO selection procedure?

Apply to the permanent EPSO call (CAST Permanent) https://epso.europa.eu/documents/2240_en. This reserve list is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union).

RECRUITMENT POLICY:

The JRC

- Cultivates a workplace based on respect for other people and the environment.
- Embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.