



2021-IPR-RI5-FGIII-016768

FG III – IT SERVICE ASSISTANT

POSITION FOR:

Member of the contract staff FGIII – 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 Support Services Directorate ensures the efficient and effective deployment of the resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations and to make the JRC sites safe, secure and attractive working environments by providing efficient customer-driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour to their respective communities at large.

The Site Management Ispra Department of the Support Services Directorate consists of the team of the Head of Department and three Units. Its mission is to make the Ispra site a modern, attractive and effective place to work. To develop the partnership with the client Directorates and Units on-site and to coordinate site management including corporate coordination (JRC-wide) of non-nuclear safety, security, ICT security as well as environmental measures. To be the main interlocutor with the Italian authorities on these aspects and to ensure the JRC Ispra acts as a good neighbour to the local community.

Within the Site Management Department Unit, where the position is required, has the mission to develop and ensure a safe, secure and environmentally sustainable working environment at the Ispra site, for its personnel and visitors, the premises and the information held on the site. To manage a reliable emergency response service.

WE PROPOSE:

The job will consist in providing support to the Security Sector of the unit, namely technical support in the daily management of information systems and related infrastructure linked to access to the site. Moreover the candidate will act as backup as Single Point of Contact for the service and, when needed, also the unit.

WE LOOK FOR:

We are looking for a motivated and dynamic person able to adapt to a dynamic environment and work. The applicant should be a quick learner and versatile person, able to adapt swiftly to different files and stakeholders.

S/he must be able to work as part of a team but is also expected to work autonomously. S/he must be well organised, able to take initiative and have a service-minded attitude. Given the nature of the position, the candidate should be able to treat confidential dossiers/information with utmost discretion.

Essential requirements:

- At least 3 years' experience in IT support and infrastructure is necessary; experience in follow-up of Application;
- Very good knowledge of spoken and written English (level B2);
- Very Good knowledge of spoken and written Italian (level C1);
- Experience in working with modern office administration tools such as document management

systems and Microsoft Office applications.

Experience in Application Development and in administrative support will be an advantage.

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 III 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.