

**2021-IPR-RI3-FGIII-017088****FG III – ADMINISTRATIVE 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>

As the science and knowledge Directorate-General of the European Commission, the DG Joint Research Centre's mission is to support EU policies with independent evidence throughout the whole policy cycle. The DG JRC is located on six sites: Brussels (Headquarters – B), Geel (B), Ispra (IT), Karlsruhe (DE), Petten (NL) and Seville (ES).

The Support Services Directorate of the DG JRC 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 mission of the Site Management Ispra Department is to make the Ispra site a modern, attractive and effective place to work identifying and ensuring the application of the appropriate safety, security and environmental procedures and measures for the Ispra site. The Department (Dept. I) currently comprises three units.

The Logistics unit's mission is to establish, co-ordinate and implement the logistics operations of the Ispra Site responding to the needs of its customers, and to manage efficiently the assets of the site
The current vacancy is within the Logistics unit in Ispra, which is part of the Site Management Ispra Department.

WE PROPOSE:

We are searching for a dynamic individual to provide assistance to the unit in order to handle the secretarial/administrative procedures and processes in compliance with existing rules governing the Commission's administration.

WE LOOK FOR:

The chosen candidate should have at least 2 years of secretarial/administrative experience. Financial experience (in the form of contract management) would be an asset. We also look for a team player who is able to cope with tight deadlines. The languages in use are Italian (B2) and English (B2).

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.