



**2021-IPR-HRDDGAMC8002-
FGII-017488**

**FG II - HRM Agent - AMC (Selection and
Recruitment)**

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:

The HR.DDG.AMC Directorate is responsible for delivering HR services to all the DGs of the Commission, in order to help the Commission operate effectively to deliver its policy goals.

In this context, HR.DDG.AMC.8 responds to requests from the HR Business Correspondent (BC), managers and staff in its client DG (JRC) as well as corporate units of DG HR. Its staff interacts directly with its clients – managers and staff members – in order to provide services with professionalism and a high degree of customer orientation. Our unit aims at being in permanent contact with our clients so that we understand their needs and are subsequently able to offer added-value to them.

HR.DDG.AMC.8 counts 68 staff divided in 4 sectors and spread over 6 Commission sites in 5 countries, the majority of whom are located on the Ispra site.

WE PROPOSE:

We propose a challenging and rewarding position as part of the team providing HR services for JRC staff at the JRC in Ispra, Italy. You will manage recruitment procedures.

The job involves administrative and consultancy tasks, such as:

- Manage the recruitment procedures of permanent and non-permanent staff.
- 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 JRC in a timely, consistent and fair manner and in accordance with the established rules.
- Liaise with the HR Business Correspondent and Corporate HR units for support and advice, and contribute to efficient HR process by being an active participant in the relevant professional HR meetings, by providing feedback and suggestions for process improvements.
- Ensure clear and adequate two-way communication with relevant stakeholders.
- Implement the HR strategy.

The nature of the work involves frequent contact with the staff members of our client DG as well as with the management and the corporate services. This position would allow the successful candidate to develop and enlarge his/her competencies in the field of Human Resources.

WE LOOK FOR:

An enthusiastic and dynamic colleague who is methodical in his/her work, respectful of procedures and deadlines, appreciates teamwork and has good interpersonal skills to provide quality service to our clients.

He/She should have a proven ability to manage a high workload while respecting deadlines and priorities. The successful candidate must have a good knowledge of English (written and spoken), while knowledge of Italian would be an asset.

Candidates should demonstrate:

- A good sense of diplomacy and discretion when dealing with personnel files; the sense of data protection is a must;
- Proactivity, work in a team, and rigorous follow-up of the files under his/her responsibility;
- A very good sense of initiative, customer service approach and the ability to deliver results;
- Good analytical skills and the ability to draft concise and clear notes and reports;
- Be flexible and able to manage multiple urgencies and priorities in times of heavy workload;
- Apply the highest standards when dealing with customers and feel at ease in communicating with all relevant stakeholders.

A background and experience in HR, in the Commission, would be an asset.

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 AMC

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