



2021-SVQ-B5-FGIII-017528

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>

**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 current vacancy is in the Directorate for Growth and Innovation / Circular Economy and Industrial Leadership Unit (JRC.B.5) of the JRC in Seville.

The Unit provides scientific, technical and economic analysis support to the development and implementation of a broad range of EU environmental policies.

**WE PROPOSE:**

The Circular Economy & Industrial Leadership Unit in the JRC Directorate B - Growth and Innovation wishes to recruit an administrative assistant to support the project management, work programme and resource planning and implementation of the Unit. The vacancy offers a great opportunity to work on a large variety of administrative procedures and tasks and interaction with the unit's research teams.

**WE LOOK FOR:**

The successful candidate will be in charge of or monitoring all the administrative procedures in place to make the unit function.

We are looking for a highly motivated person, with an acute sense of initiative and responsibility, a good team player, who quickly identifies key issues, works in a proactive way and delivers quality support actions subject to tight deadlines.

The candidate will be expected to have experience in, or a demonstrated capability to carry out the following tasks:

- assistance and follow-up of third party contracts, and administrative arrangements with partner DGs;
- preparation, launching and follow-up of the financial files in relation to the unit's activities;
- maintaining an up-to-date analysis for the resource management (including staff and financial) of the unit's project portfolio and provide regular reporting to the project leaders and the head of unit;
- contribute to the preparation of the deliverables (e.g. progress management and assistance to the scientific reporting) and other documentation;
- process, create, keep up to date and retrieve files, documents and data in the appropriate files or IT databases;
- organisation of events and conferences including preparation of the financial dossier, logistics, side events, etc.

Ideally, the candidate should have some knowledge of the Commission financial and procurement framework or a willingness to learn fast. A background from a similar position will be an asset as will the ability to work both in a team and independently, in a proactive way. A good command of English is essential and knowledge of Spanish is considered an advantage.

Candidates must be able to handle many concurrent tasks. A proven service orientation and a willingness

to acquire new skills and knowledge is a must to be successful in this post. The candidate will also ensure the backup for the Unit's secretary.

**INDICATIVE CONTRACT'S DURATION:**

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

**PLACE OF WORK:**

Seville (ES)

**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](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.