



2021-IPR-C5-FGIII-017628

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 Energy, Transport & Climate/Air & Climate Unit.

The Air and Climate Unit aims at providing integrated analysis in support of EU air quality and climate policies, evaluating the emissions of greenhouse gases and air pollutants on European and global scales, measuring and modelling atmospheric components of relevance for human health, and how they interact with ecosystems and climate. We play a strong role in the harmonisation of monitoring and modelling techniques across Europe. Finally, we participate in integrated assessments to support the development of air quality and climate policies that ensure the maximum benefit from the resources that are invested in creating a better environment.

WE PROPOSE:

We propose a challenging position as Administrative Assistant within Air and Climate unit. The Administrative Assistant position has a vital role in the Unit, to support the Head of Unit with the management of all administrative tasks.

The tasks are varied and challenging and will include:

- Administrative support to the Head of Unit in the planning, preparation and monitoring of the unit Work Programme, including budget and human resources allocation,
- Participation to the implementation and monitoring of the unit budget,
- Assistance to unit members with procurement procedures,
- Act as contact point towards the central units on HR, Procurement and Finance, Competitive activities as well as the Directorate Programme Office.
- Assistance to unit members with competitive activities preparation and monitoring.
- Coordination of the recruitment/contract renewal processes within the unit
- Support the DHoU in the unit IT management

The candidate will be given a broad range of administrative responsibilities, as well as a high degree of flexibility in the organisation of the work in accordance with the Unit's priorities.

The candidate will also support the Unit management (Head of Unit and Deputy Head of Unit) with specific coordination tasks.

WE LOOK FOR:

We look for an experienced, well-organised and responsible person who looks for a very varied work portfolio and interesting job. A highly motivated, dynamic and "eager to learn" colleague who can work autonomously, but is at the same time a team player and can contribute actively to the achievement of the Unit's goals and objectives.

The ideal candidate will have:

- At least 3 years experience in general administrative support,
- At least 1 year experience in budget and finance field would be an advantage,
- Ability to work accurately with an eye for detail, and as assistant to the Head of Unit to maintain confidentiality,
- Good oral and written communication skills,
- Good interpersonal skills,
- Flexibility,
- Ability to work in a proactive and autonomous way,
- Good organisational skills, especially with regards to priority setting and planning,
- Good knowledge of English (B2) for oral and written communication; Italian and French would be an asset,
- Good command of Commission IT tools, knowledge of JRC specific IT Tools would be an asset,
- Knowledge of the Commission's financial rules would be an asset,
- Knowledge of JRC internal rules would be an asset.

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

Ispira (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.