



EUROPEAN COMMISSION

JOINT RESEARCH CENTRE

**2021-IPR-A5-FGIII-017988**

**FG III - ADMINISTRATIVE ASSISTANT -  
EXPLORATORY RESEARCH PROGRAMME**

**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 Strategy, Work Programme and Resources.** With the JRC Strategy 2030, the JRC reinforces its commitment to scientific excellence. The creation of the Scientific Development Unit (SDU) is one of the instruments to underpin this strategy by developing and managing thematically crosscutting and multi-disciplinary programmes.

As part of the JRC's strategic scientific development, the Directorate has established and manages an ambitious Exploratory Research Programme (ER). Following calls for new research projects and shorter-term activity proposals, the selected projects are implemented in close collaboration with the thematic units of the JRC. The programme establishes a motivated group of scientists working on different topics that cover the full range of the JRC's thematic portfolio. It is the role of the Exploratory Research Programme to ensure that the individual projects can execute their research in the thematic units, while at the same time contributing to a wider scientific development community through seminars, workshops and other crosscutting activities. At the annual Exploratory Research Workshop, the achievements under the Exploratory Research Programme are showcased to scientists and policy makers, and in dedicated presentations to the JRC's Board of Governors.

Further information: <https://ec.europa.eu/jrc/en>

**WE PROPOSE:**

We propose a challenging position as administrative assistant within the Scientific Development Unit. In support to the coordinator of the Exploratory Research Programme, the assistant has a vital role. The successful candidate will engage into activities within the Exploratory Research Programme, which include:

- Administrative support for the Exploratory Research Programme (ER);
- Act as point of contact for enquiries by ER staff and ER project leaders on administrative issues;
- Provide logistical support for the organisation of ER meetings, seminars and workshops (logistics, invitations etc.);
- Contribute to the monitoring of the progress and execution of the JRC Exploratory Research Programme;
- Provide support in communicating ER events (on JRC internal webpage etc.);
- Prepare calls for ER projects and ER activities, collect input, prepare files and share with the ER Programme Coordinator;
- Provide assistance to the ER Programme Coordinator for reporting and ad hoc requests;
- Initiate and follow up the selection, recruitment/contract renewal procedure of ER staff;
- Daily follow up of ER staff time management (request for annual leave, illness etc.) in
- dedicated IT tools;

- Assign new ER staff to their respective projects in dedicated IT tools;
- Follow up and monitor monthly time declarations for ER staff.
- Welcome newcomers to the unit; share and explain unit and programme specific welcome package,
- Act as back-up in relation to administrative and/or secretarial support for the unit during holiday periods and absences.

**WE LOOK FOR:**

We look for an experienced, well-organised and responsible colleague to contribute to the Exploratory Research Programme's objectives. The varied and interesting assistant work portfolio requires high motivation, eagerness to learn, team playing capacity but equally capacity to work autonomously.

The ideal candidate should have:

- A post-secondary education attested by a diploma in Business Administration and/or Human Resources Management, alternatively, a secondary education attested by a diploma giving access to a post-secondary education and professional experience of three years in the field relevant to the position;
- At least 3 years' experience in general administrative support;
- At least 2 years' experience in Human Resource Management procedures;
- Good command of IT tools (MS Office, etc.) is essential;
- Good organisational skills, especially with regards to priority setting and planning;
- Ability to work accurately with an eye for detail, and as assistant to the programme coordinator to maintain confidentiality;
- Ability to work in a proactive and autonomous way;
- Good interpersonal skills;
- Flexibility;
- Good oral and written communication skills in English (B2); Knowledge of Italian is 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 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.