



2021-BRU-I2-FGIII-018788

FG III - Administrative Assistant – Secretary to the Head of Unit

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 unit for "Foresight, Modelling, Behavioural Insights & Design for Policy" that is based in Brussels, Ispra and Seville. It is part of the Competences Directorate of the JRC which is under the authority of the Director General. Its mission is to strengthen the capacity of JRC in anticipatory intelligence (horizon scanning, anticipation, foresight), modelling, behavioural sciences and design for policy

The Unit is composed of multidisciplinary teams with teamwork being considered important and actively supported.

WE PROPOSE:

A position as administrative assistant for the unit.

The new colleague's responsibilities and tasks will include:

- Manage agendas, mails coming from the Senior Management, missions of the Head of Unit and the Deputy Head of Unit. Briefing requests and speeches
- Support the unit with the help of IT collaborative tools (M365 Teams...)
- Provide logistical support for the organization of meetings: room reservation, preparation of files or working documents, and follow-up (documents concerning experts, expenses, and sending of minutes).
- Manage the dissemination, registration and filing of documents in Ares and monitor and control all incoming and outgoing signatories of the Unit
- Coordinating interviews with HR AMC8 interface. Arrange selection panels, coordinate panel members' agendas and keep them updated.
- Support the Head and Deputy Head of Unit in the recruitment processes of the Unit (i.e. Request Job numbers in Sysper and assist to draft Job Descriptions and vacancy notices for publication).
- Launch requests for new contracts, renewals and transfer of the Unit staff.
- Support project managers in relation to the organisation of conferences seminars and on behalf of the Unit.
- Provide logistical support during conferences
- Find venues, preparatory missions and market preparation for the external services
- Monitor the services provided
- Ensure the drafting of the work programme of the Unit, advise on the setting of annual and multi-annual priorities, allocation of resources and the deliverables to be produced
- Monitor the state of execution of the Unit's work programme and report to the HoU and DHoU and deal with financial resources.
- Contribute to the preparation of relevant updates / amendments of programme reports during the implementing period.
- Support the Unit's obligations to reporting systems.

- Provide support to quality audits, management reviews and corrective and preventive actions
- Follow up and review quality corrective actions.
- Assist managers and staff in using checklists, IT Tools, indicators and practises for quality assessment and control.

WE LOOK FOR:

We are looking for a motivated person with ability to work in a proactive and autonomous way, a solution oriented colleague sociable and with excellent interpersonal communication skills. We expect the person will deliver quality and results and will have the capacity to deliver these in a structured way. Stress resistance, resilience and flexibility towards new demands is also required. Job related experience of at least 3 years is essential.

Knowledge of Commission IT tools and applications will be important for the job: MIPS, SYSPER, Ares, MS Office applications (Word, Excel, Outlook) and M365. The successful candidate should also possess a good knowledge of English.

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

Brussels (BE)

ELIGIBILITY CRITERIA:

Candidates for this contract agent post shall:

– (i) have passed a valid EPSO CAST selection procedure;

or

– (ii) be registered in the EPSO Permanent CAST https://epso.europa.eu/documents/2240_en

With a valid application number to one of the above, you may then apply for this specific vacancy at JRC through: <http://recruitment.jrc.ec.europa.eu/?type=AX>.

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.