

**2021-IPR-D2-FGII-019189****FG II - Secretary - STECF Scientific, Technical and Economic Committee for Fisheries****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:

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 Directorate for Sustainable Resources, Water and Marine Resources Unit.

The mission of Directorate for Sustainable Resources is to provide independent scientific evidence to support the development, implementation, evaluation and coherence of EU policies, mainly in the areas of agriculture and rural development, development cooperation, environment and climate change, blue growth and fisheries, the bioeconomy, industry and trade.

The Water and Marine Resources Unit at the Sustainable Resources Directorate provides scientific and technical support to Commission services. In particular, its mission is to contribute to address societal and economic challenges deriving from the evolving vulnerability of the European and global fresh water and ocean environments. To explore innovative solutions to sustainably manage water as a resource, as well as fisheries, aquaculture and other ocean resources. To carry out inter-disciplinary science promoting the integration of water in sectorial EU policies taking impacts of climate change into account.

WE PROPOSE:

We offer a position supporting the scientific advice provision of the Joint Research Centre to the Common Fisheries Policy. The candidate will contribute to the organizational, administrative and secretarial aspects related to the running of the Scientific, Technical and Economic Committee for Fisheries (STECF; <https://stecf.jrc.ec.europa.eu/>).

This includes tasks such as the organization of expert meetings including offer/order procedures in relation to meeting venues, collaboration with and support to colleagues and of European Commission Directorate Generals, the budgetary aspects of meeting organization, communication with experts and colleagues, and document filing.

WE LOOK FOR:

The ideal candidate would meet the following requirements/criteria:

- Have completed secondary education and have at least 1 year of relevant professional experience in operational, administrative and/or secretarial assistance and in document management;
- Experience and knowledge in conference / meeting organisation;
- Experience and knowledge in financial management;
- Good knowledge of English (B2) both at the oral and written level, the knowledge of one or more other community languages would be an advantage;
- Knowledge in Commission administrative tools and applications (ABAC, ARES, AGM, WebDor) will be considered an asset;
- Ability to work both independently and as part of a team.

The selection board will appreciate candidates demonstrating motivation, service orientation and team

spirit, willing to learn new domains and to address new challenges in a dynamic and multi-cultural environment.

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

Ispra (IT)

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.