



**2021-KRU-GI-FGII-019249**

**FG II - Secretary - to the Head of Department**

**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 (JRC) 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 Department I Nuclear Safety in the Directorate for Nuclear Safety and Security** of the JRC: The mission of the JRC Directorate G for Nuclear Safety and Security is the implementation of the JRC Euratom Research and Training Programme, the maintenance and dissemination of knowledge and nuclear competences in Europe to serve both "nuclear" and "non-nuclear" Member States. A strong cooperation and complementarity with national organisations is of key relevance. JRC Directorate G supports the relevant policy DGs with independent, technical and scientific evidence in the areas of nuclear safety, security and safeguards. Directorate G is also an active key partner in international networks and collaborates with international organisations and prominent Academic and Research Institutes.

The major objective of the Department I Nuclear Safety is to provide scientific evidence and support to the EU nuclear safety policy. The research scope covers the safety of nuclear reactors, nuclear fuels and fuel cycles, and the generation of relevant underpinning scientific knowledge for a thorough understanding of properties and behaviour of relevant nuclear materials.

**WE PROPOSE:**

The Nuclear Safety Department in the JRC Directorate for Nuclear Safety and Security wishes to recruit a secretary who will provide general administrative and secretarial support to the Head of Department. The vacancy offers a great opportunity to work on a large variety of administrative procedures and tasks and interaction with multinational environment. The secretary is a member of JRC Directorate G Secretaries' Network.

**WE LOOK FOR:**

The successful candidate should ensure a smooth running of the Department secretariat. S/he will provide general administrative support to the Head of Department and will carry out secretarial, organizational and administrative tasks such as prepare and manage routine correspondence and communications within and across Departments, handle Department documents via ARES, ensure follow-up of mail flows, manage the agenda of the Head of Department, answer phone calls, prepare missions and organise meetings. In addition, s/he will provide administrative support to the Department Units in absence of their secretary.

We look for a person with proven secretarial, organizational and planning skills. A job-related professional experience of at least 1 year is required. The candidate has to be proactive, dynamic, punctual and able to take initiative. The candidate is expected to have very good MS Office skills. Good knowledge of English (B2 level) and/or German (B2 level) is required. Experience in the web and communication tools will be appreciated. An introduction to the Commission's ICT tools will be provided.

**INDICATIVE CONTRACT'S DURATION:**

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

**PLACE OF WORK:**

Karlsruhe (DE)

**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](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 Joint Research Centre

- 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.