



EUROPEAN COMMISSION

JOINT RESEARCH CENTRE

2021-BRU-A3-FGIII-019368

FG III – Financial 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 Strategy, Work Programme and Resources. Its mission is to coordinate the implementation of the JRC Strategy, ensuring it is kept up-to-date and well aligned to policy developments; this includes resource planning, the translation of policy developments into the work programme, support to the implementation of the Euratom Treaty. Being responsible for building strategic partnerships and relations with customers and stakeholders, the Directorate also plays a strong role in enhancing the reputation of the organisation and the impact of its work on EU Policy.

The vacancy is within the Unit "Interinstitutional, International Relations and Outreach" Unit, which has the mission to manage DG JRC's relations with its strategic stakeholders in the EU institutions, Member States, and international partners; to raise the profile and reputation of the JRC and of its activities through the coordination of the JRC outreach strategy. More detail can be found at: <https://ec.europa.eu/jrc/en>

WE PROPOSE:

The new colleague will contribute to the full range of activities of the Unit ensuring financial management.

He/she will support the head of Unit in planning and executing the budget of the Unit, with advice and information on commitments and consumption. He/she will initiate orders and oversee the payment of invoices and experts. He/she will assist in launching, managing and monitoring call for proposals, tenders, evaluations, selection of projects and award procedures, and then follow-up contract performance.

WE LOOK FOR:

Candidate will have a University level education. Two years of relevant experience will be considered an advantage.

A very good Knowledge of English (B2) is required.

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.