



**2021-BRU-R-FGII-019388**

**FG II - Administrative Agent to the Director**

**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 the Director's office of Directorate R – Support Services of the JRC:**

The mission of Directorate for Support Services is to ensure the efficient and effective deployment of the resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations and to make the JRC sites safe, secure and attractive working environments by providing efficient customer-driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour to their respective communities at large.

**WE PROPOSE:**

We are proposing a position as administrative agent within the Director Office in Brussels.

The main tasks related to this job include :

- Carrying out various tasks for the Director such as diary-keeping, handling phone calls, taking notes, recording correspondence in ARES and follow-up, monitoring deadlines and workflow, ordering office supplies for the Director's office, etc.
- Organization of meetings and missions.

**WE LOOK FOR:**

We are looking for an administrative agent to provide operational and administrative support for the Director and the staff directly attached to the Director with the capacity to take initiative and to follow through until delivery on time.

The successful candidate should have:

- Excellent communication and organisational skills
- Very good written and oral English (C1) and French (C1)
- Well organised with a sense for managing priorities and delivering results on time
- Attention to detail for delivering correct high quality results
- An experience of at least three years in administrative and operational support will be considered as an advantage.
- Knowledge of IT tools such as Word, Mips, Sysper2 and Ares will be considered as an advantage.

**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](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.