



2021-SVQ-B5-FGII-019569

FG II - Secretary - Technical Secretary

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 Unit B5 - Circular Economy and Industrial Leadership of the JRC.

The Unit:

- Provides techno-economic support in the fields of industrial emissions, product policy, waste and the EU Taxonomy.
- Develops and applies analytical modelling capabilities, economic analyses and impact assessments.
- Takes care of the techno-economic characterization of selected technologies, products and processes.
- Provides methodological, modelling and analytical support with regard to the socio-economic and environmental implications of environmental EU policy.

WE PROPOSE:

We are proposing a position for a Technical Secretary to provide administrative and IT/Webmaster support and contribute to the team's overall objectives.

The selected candidate will be in charge of a wide range of tasks including, but not limited to:

- Format large and complex documents (in particular BREF documents) by adhering to guidance (e.g. procedures, templates). Optimise (e.g. size of file) often complex and large figures and tables in documents;
- Elaborate from scratch or based on a wide range of sources (e.g. handmade drawings/ flowcharts, scans from magazines/reports) figures and tables for complex documents (especially BREFs)
- Assist in setting-up, managing and using large databases;
- Draft/review documents (notes, contracts, etc.), launch and follow up their Ares signature/registration/filing;
- Co-ordinate the preparation of meetings, workshops, seminars and other events;
- Maintain the Unit Websites (e.g. EIPPCB and SUSPROC websites)

WE LOOK FOR:

The candidate should be a motivated, dynamic person able to learn and to adapt to the EC environment and work.

It would be an asset to have experience in one or more of the following tools: Adobe Acrobat, Dreamweaver, Qlik Sense, Tableau, MS Office.

The successful candidate must be able to work as part of a team as well as autonomously. They must be well organised, able to take initiative, respond to short deadlines at times and have a service-minded attitude. Good written and spoken knowledge of English is essential (B2 level).

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

Seville (ES)

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 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.