

**2022-BRU-A5-FGIII-019608****FGIII - Project Assistant - EU Academy****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. With the JRC Strategy 2030, the JRC reinforces its commitment to scientific excellence. The creation of the Scientific Development Unit (SDU) is one of the instruments to underpin this strategy by developing and managing thematically crosscutting and multi-disciplinary programmes.

As part of the JRC's strategic scientific development, the Directorate has developed and set up the EU Academy, a modern online learning platform targeting external stakeholders, active and aspiring professionals, and businesses working on the implementation of EU policies in Member States and regions, and beyond. The platform brings together in a seamless user experience a number of state of the art tools for delivery of learning solutions, including online courses, interactive live classroom experiences and learning community management services.

Further information: <https://ec.europa.eu/jrc/en>; <https://academy.europa.eu/>

WE PROPOSE:

We propose a challenging position as Project Assistant within the Scientific Development Unit. In support to the Project Leader of the EU Academy, the Project Assistant plays a vital background role. The project is demanding and fast moving and therefore we seek a candidate who can work fast and with precision, according to strict deadlines, with excellent attention to detail and responsibility for the full life cycle of the administrative or financial process in question.

The successful candidate will engage in activities within the EU Academy, which include:

- Financial and contract management assistance related to service level agreements with EU Institutions and Services (contract initiation, signature, payments and receipts), human resources (contract initiation, renewal and closure), project-related costs (software licensing) and/or matters related to the daily and ongoing financial and administrative management of the EU Academy project;
- Office management and logistical support for the organisation of EU Academy meetings, seminars and end-user meetings and technical workshops (logistics, invitations, scheduling, various mailing lists, etc.);
- Monitoring of progress and execution of the EU Academy project (minutes of meetings, collecting and compiling data and analytics, creating and executing user surveys, etc.);
- Compiling business intelligence documentation related to content;
- Act as first point of contact for enquiries by staff from JRC and Commission services using the EU Academy on financial and administrative issues;
- Manage Project Leader and team schedules, sending out invitations and documentation, rescheduling where necessary;
- Provide support in communicating EU Academy community activities, training activities and events on internal JRC webpages, etc.;
- Prepare relevant material for EU Academy activities, collect input, prepare files and share with the EU

Academy Project Leader and team;

- Keep up to date financial cash flow projections for the EU Academy project as well as the JRC content development activities;
- Provide assistance to the EU Academy Project Leader for reporting and ad hoc requests;
- Initiate and follow up the selection, recruitment/contract renewal procedure of EU Academy staff and contractors;
- Collect, follow up and monitor monthly time declarations for EU Academy contractors.

WE LOOK FOR:

We look for an experienced, well-organised and responsible colleague to contribute to the EU Academy's objectives. The varied and interesting assistant work portfolio requires high motivation, high initiative, eagerness to learn, team playing capacity but equally capacity to work autonomously.

The ideal candidate should have:

- A post-secondary education attested by a diploma in Financial Management, Office Management, Business Administration, alternatively, a secondary education attested by a diploma giving access to a post-secondary education and professional experience of at least three years in financial and administrative support;
- Experience in procurement procedures of at least two years is essential;
- Good command of IT tools (Excel, Word, PowerPoint, Teams, etc.) is essential;
- Good organisational skills, especially with regards to priority setting and planning;
- Ability to work accurately with a critical eye for detail;
- Ability to work with discretion on sensitive financial, administrative and HR matters;
- Ability to work in a proactive and autonomous way;
- Excellent interpersonal skills, allowing rapid integration in a dynamic, internationally based and remote team.
- Flexibility to change activities and priorities as the need arises.
- Very good oral and written communication skills in English (B2).

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.