



2022-BRU-A7-FGII-019769

FG II – Secretary / Clerk

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 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 Euratom Coordination Unit of the Directorate for Strategy, Work Programme and Resources of the JRC.

The JRC Directorate for Strategy, Work Programme and Resources aims to keep the JRC strategy up-to-date and to plan and coordinate its implementation, reporting and evaluation, with respect to the work programme, resource planning, support to the Euratom Treaty, inter-institutional activity, international affairs and outreach.

The Euratom Coordination Unit is dealing with the coordination of all aspects of the JRC Euratom Programmes. Activities managed by the unit include:

- The coordination of the Euratom research and training programme of the JRC;
- the coordination of JRC's activities in decommissioning, nuclear safety, nuclear security and safeguards, radioactive waste management, and emergency preparedness, including the radiation safety of JRC sites;
- the coordination of JRC's activities in nuclear safeguards and CBRN security;
- the coordination of the collaborations and R&D Euratom agreements with EU Member States, third countries, international organisations such as the IAEA and other international partners, including Generation IV International Forum;
- the coordination of JRC's activities in nuclear science applications (not related to energy production).

WE PROPOSE:

A position as Secretary/Clerk to provide administrative and secretarial support to the Unit in its coordination activities with Member States, International Organisations, third countries and partner DGs in the European Commission and other Institutions, as well as within the JRC. Main tasks will include:

- administrative and secretarial support to the Unit in its coordination within the JRC and with other stakeholders;
- manage and file documents and correspondence, and follow-up of administrative processes related to the Euratom activities of the JRC;
- support the Unit staff by the organisation consultation, evaluation, monitoring and follow-up meetings related to the implementation of the work, missions, management of experts for ad-hoc tasks.

WE LOOK FOR:

A dynamic and well-organised colleague with proactive attitude and a high sense of initiative and responsibility, and the capacity to work autonomously.

The successful candidate will have:

- a level of post-secondary education attested by a diploma; or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years;

- A minimum of two years recent experience as secretary or administrative assistant dealing with similar tasks as the ones requested.
 - A good command of the Microsoft Office tools (Word, Excel, Outlook and PowerPoint).
 - Planning capacity, attention to detail, flexibility, positive attitude towards teamwork, and good communication skills.
 - Excellent command of English and French (minimum B2 in both).
- A good knowledge of the administrative procedures of the Commission, including IT-based tools (ARES, BASIS, DECIDE, MIPS, AGM, COMPASS, EMI, WEBDOR...), is an asset.

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

or

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.