



2022-IPR-A5-FGIII-020568

FGIII - Administrative 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. 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.

The Scientific Development Unit includes the management and coordination of activities related to the Art and Science, Centre for Advanced Studies, Collaborative Doctoral Partnership, Exploratory Research Programme, EU Academy, Opening Research Infrastructure and Standardisation.

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

WE PROPOSE:

We propose a challenging position as administrative assistant within the Scientific Development Unit. In support to the Head of Unit, the assistant has a pivotal role in the unit acting as interface between the Head of Unit and the project leaders for administrative issues.

The successful candidate will engage into activities which include:

- **Human resources management assistance.** Initiate and follow up the selection, recruitment/contract renewal procedure of the unit staff; welcome newcomers to the unit; share and explain unit and programme specific welcome package.
- **Communication and reporting.** Collect and coordinate input for briefings, project progress reporting, notes, minutes of meetings; Provide assistance to the Head of Unit for reporting and ad hoc requests; Contribute to the organisation of meetings, seminars and workshops (logistics, invitations etc.).
- **Administrative support** to the head of unit and project leaders. Handle the administrative procedures and processes required by the specific dossiers assigned to the Unit; act as back-up in relation to financial and/or secretarial support for the unit during holiday periods and absences.

WE LOOK FOR:

We look for an experienced, well-organised and responsible colleague to contribute to the Unit's objectives. The varied and interesting assistant work portfolio requires high motivation, 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 Business Administration and/or Human Resources Management, alternatively, a secondary education attested by a diploma giving access to a post-secondary education and professional experience of three years in the field relevant to the position;

- At least 3 years' experience in general administrative support;
- At least 2 years' experience in Human Resource Management procedures;
- Good command of IT tools (MS Office, etc.) is essential;
- Good organisational skills, especially with regards to priority setting and planning;
- Ability to work accurately with an eye for detail;
- High sense of discretion and confidentiality;
- Ability to work in a proactive and autonomous way;
- Good interpersonal skills;
- Problem-solving;
- Flexibility;
- Good oral and written communication skills in English (B2); Knowledge of Italian is an asset;
- Previous experience of drafting notes and briefings is an asset;
- Experience with financial procurement is an asset.

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

Ispra (IT)

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.