



2022-SVQ-R1-FGII-020691

FG II - Logistics Agent

**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 Directorate R - Support Services Seville Unit (JRC.R.1)

The mission of JRC.R.1 unit is to support and coordinate the implementation of resource management functions on the JRC Seville Site in a client responsive manner and in compliance with all applicable rules and regulations, focusing on offering service support to the Directorates of the Seville Site. JRC.R.1 Unit also provides technical support to the scientific programmes of the site and it develops and maintains the infrastructure of JRC Seville.

**WE PROPOSE:**

JRC.R.1 Unit is looking for a contractual agent to work in the field of Logistics and Maintenance.

The successful candidate will contribute to the overall objective of providing JRC Seville staff with a safe, healthy, secure and environmentally efficient infrastructure ensuring full compliance with EU, national and local legislation.

In particular, he/she will help to:

- Ensure the functioning of the infrastructure through preventive and corrective maintenance.
- Handle and resolve user incidents and requests in relation with infrastructure, including logistical support to meetings and events.
- Assist in the provisioning of work posts, including removals and distribution and assembling of furniture and other supplies.
- Assist in the management of inventoried goods, including physical checks, updating of the inventory and disposal of obsolete material and waste.
- Under supervision of the head of sector or corresponding contract manager, communicate with external suppliers and manage their delivery of services and goods.

Moreover, he/she will act as financial Operational Initiating Agent, thus preparing purchase orders and monitoring the implementation of contracts and ensuring conformity of delivered services and goods.

**WE LOOK FOR:**

We look for an experienced, customer service oriented, well-organised and responsible colleague. The varied work portfolio requires high motivation, eagerness to learn, team playing capacity and equal capacity to work autonomously. The ideal candidate should have:

- At least 3 years' experience in the mentioned field;
- Good organisational skills, especially with regards to priority setting and planning;

- Customer service oriented; ability to identify user's needs;
- Ability to work accurately with an eye for detail;
- Good command of IT tools (MS Office, etc.);
- Ability to work in a proactive and autonomous way;
- High flexibility;
- Good oral and written communication skills in English and Spanish (B2);

Interested candidates should provide a CV and cover letter. The application must also include points of contacts for two referees who may be contacted in the course of the selection procedure.

**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](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.