



2022-IPR-E1-FGIII-020694

FG III – Administrative and Financial 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 Space, Security and Migration. Its mission is to focus, among other areas, on emergency preparedness, disaster risk management and resilience in cases of natural and man-made hazards

The mission of the Disasters Risk Management Unit is to strengthen the EU's resilience to crises and disasters and the EU's aim to promote stability and peace through its research in crisis management technologies and analysis. The Unit focuses on integrated systems for risk analysis, situational awareness, early warning and collaborative decision making. Our work also improves the monitoring, evaluation, anticipation and communication of the impacts of current weather extremes and future climate change and we evaluate the effectiveness of policies and measures that reduce their risks towards sustainable development.

WE PROPOSE:

We propose a challenging position as Administrative and Financial Assistant within the Disaster Risk Management Unit. The purpose of this position is to provide assistance in handling the administrative procedures and processes of the unit, in compliance with rules governing the European Commission's administration. Support will cover financial files preparation and follow-up, follow-up of the annual budget and unit resource utilisation. The jobholder will work in a team of assistants.

The tasks are varied and challenging and will include:

- Participation to the implementation and monitoring of the unit budget,
- Assistance to unit members with procurement procedures, purchase orders and financial matters in general.
- Coordination and preparation of Unit consultant specific contracts.
- Collection, checking and delivery of service provider timesheets.
- Active contribution to the preparation of Expert contracts.
- Active contribution in the recruitment/contract renewal processes within the unit.
- Monitoring of the time declarations of Unit staff members in cooperation with the team leaders.
- Provide ad hoc secretarial assistance to the Head of Unit and the Unit team members, during the absence of the Unit's secretaries.

The candidate will be given a broad range of administrative and financial responsibilities, as well as a high degree of flexibility in the organisation of the work in accordance with the Unit's priorities.

The candidate will also support the Unit management (Head of Unit and Deputy Head of Unit) with specific coordination tasks.

WE LOOK FOR:

We look for an experienced, well-organised and responsible person who looks for a very varied work portfolio and interesting job. A highly motivated, dynamic and "eager to learn" colleague who can work

autonomously, but is at the same time a team player and can contribute actively to the achievement of the Unit's goals and objectives.

The ideal candidate will have:

- At least 3 years experience in general administrative support.
- At least 1 year experience in budget and finance field.
- Secretarial support experience would be an advantage.
- Ability to work accurately with an eye for detail, and as assistant to the Head of Unit to maintain confidentiality.
- Good interpersonal skills.
- Flexibility.
- Ability to work in a proactive and autonomous way.
- Good organisational skills, especially with regards to priority setting and planning.
- Good knowledge of English (B2) for oral and written communication is required ; Italian and French would be an asset.
- Knowledge of the Commission's financial rules would be 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.