



2022-IPR-RI4-FGII-020948

**FG II – Document Management Agent - Records
Management and Archives Quality 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 within the Support Services Directorate, Infrastructure Unit which is part of the Site Management Ispra Department and namely in the Drawing Group.

The Support Services Directorate of the DG JRC ensures the efficient and effective deployment of the resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations and to make the JRC sites safe, secure and attractive working environments by providing efficient customer-driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour to their respective communities at large.

The mission of the Site Management Ispra Department and in particular of the Infrastructure unit, is to make the Ispra site a modern, attractive and effective place to work identifying and ensuring the application of the appropriate safety, security and environmental procedures and measures for the Ispra site.

WE PROPOSE:

We propose a position as Document Management Agent - Records Management and Archives Quality Agent to ensure the management of the Unit's archives.

The selected candidate will support to the management of the Unit's Records in all Records Management (archival) tasks of the unit. S/he will also act as Archives Quality agent.

S/he will handle the flow of incoming and outgoing documents, both in paper and electronic formats, using the TSA EDRM ISTAR application, including capture, registration, dispatch and filing of documents; will keep up to date the documents of the ISTAR application and support the Unit's users as first-line Helpdesk, in close collaboration with JRC IT Support

S/he will support managers in the implementation of the quality policy and in the identification and prioritisation of areas for improvement.

S/he will participate in the management of the BIM library of objects at unit level in collaboration with the architects/engineers of the unit and will also be assigned backup secretarial tasks (entry permits, etc.).

S/he will support the unit's contract management (call for tenders, monitor deadlines, expenditures, renewal, etc.)

WE LOOK FOR:

A committed candidate who should have a minimum of 2 years' experience in Records Management. Ability in the implementation of the quality policy is required.

An experience in contract management is highly desirable, as well as in preparing call for tenders.

Essential: a good knowledge of English (B2).

A good knowledge of IT Tools (Office).

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 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.