



2022-BRU-R8-FGIII-021128

**FG III - Quality Management Assistant - and JRC
Brussels EMAS Correspondent**

POSITION FOR:

Member of the contract staff FG III – 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 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 current vacancy is in Brussels within the Support Services Directorate and namely in the Budget Execution Unit.

The mission of the Budget Execution Unit is to support and coordinate the execution of the Ispra and Brussels budget in close collaboration with the operational services, managing efficiently expenditure activities in compliance with all applicable rules and regulations. We also provide logistic and administrative support to colleagues in Brussels.

WE PROPOSE:

A very interesting and challenging position as Quality Management and Data Protection Assistant to contribute to the quality management of the JRC.

The colleague occupying this post will also cover other functions/responsibilities, in particular s/he will

- act as site correspondent to follow-up and implement EMAS actions at JRC Headquarters in Brussels.
- implement document management rules following the DG strategy.
- perform transactions as a Financial Initiating Agent.

The successful candidate will enjoy a job with responsibility and visibility, with many internal and external contacts.

WE LOOK FOR:

A proactive, dynamic and committed candidate. We need a self-starter with an outgoing personality, strong communication skills and the ability to manage his/her own work in a flexible and sensitive way.

The candidate should demonstrate the following skills and knowledge:

- excellent command of written and spoken fluency in English (at least B2 level)
- excellent organisational skills
- sense of initiative and responsibility
- ability to identify problems and propose solutions quickly

- a very high level of reliability
- good team playing skills
- previous experience (at least 2 years) in quality management

Experience in ‘Environment and its protection’ or in ‘Document management’ will be 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

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.