



2022-SVQ-C6-FGII-021328

FG II – Secretary to the Unit

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 C – Energy, Transport and Climate – Economics of Climate Change, Energy and Transport Unit (C.6) of the JRC. The Unit JRC.C.6 conducts economic analysis of climate, energy and transport policies, both at the EU and global levels, using different databases and expertise with in-house economic models and econometric tools.

WE PROPOSE:

The successful candidate will work as a unit secretary to provide administrative support to the unit.

The main tasks will be:

- Provide general administrative support, as well as specific support for the preparation and financial management of all types of contracts, financial operations (initiating and checking), budgetary and workflow follow-up of projects.
- Monitor unit and team's budget and implement all types of contracts, and report to person responsible of the budget in the unit.
- Prepare/organise meetings, workshops and other events, provide logistical support and follow up information.
- Handle expert reimbursements.
- Prepare and assist with the preparation of missions, verify their correctness and prepare statements of expenses.
- Reserve meeting rooms and organize VCs.
- Register and file incoming/outgoing documents as well as prepare electronic workflows.
- Act as unit's contact point for general information and procedures.
- Act as back-up for other unit secretariat during absences.

WE LOOK FOR:

The candidate should be a motivated and dynamic person able to learn and to adapt to the EC environment and work.

The successful candidate must have a job-related experience of at least 2 years. S/he should be able to work as part of a team, but is also expected to work autonomously. S/he must be dynamic, well organised, able to take initiative and have a service-minded attitude. Excellent written and spoken knowledge of English is essential, as well as mastering the main informatics tools like Word, Excel, Powerpoint and Outlook. Good knowledge of Spanish and/or French is an additional asset.

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/en/documents/call-expressions-interest-0>

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.