



2022-IPR-HRE4002-FGII-021508 FG II - HRM Agent - Selection and Recruitment

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:

The Directorate HR.E is in charge of HR services for specific sites and services. HR.E.4's mission is to manage all HR operations of its JRC customers in the following areas:

- HR Organization, Analytics & Finance.
- Recruitment, Mobility & Performance.
- Learning, Talent & Career.
- Working Conditions, Welcome & Wellbeing.

The unit works in close collaboration with units based in Brussels & Luxembourg with the same scope and with the JRC HR Business Correspondent. It provides a direct, proximity service to its JRC customers (management and staff) and other Commission staff being hosted on all JRC sites.

HR.E.4 counts 67 staff divided in 4 sectors and spread over 6 Commission sites in 5 countries, the majority of whom are located on the Ispra site.

WE PROPOSE:

We propose a challenging and rewarding position as part of the Recruitment, Mobility & Performance team providing HR services for the JRC staff in Ispra, Italy. You will manage recruitment procedures.

The job involves administrative and consultancy tasks, such as:

- Manage the recruitment procedures of permanent and non-permanent staff.
- Provide a professional service, delivering on expectations and carrying out all duties with accuracy, attention to details and promptness.
- Implement HR processes and procedures for the JRC in a timely, consistent and fair manner and in accordance with the established rules.
- Liaise with the HR Business Correspondent and Corporate HR units for support and advice, and contribute to efficient HR process by being an active participant in the relevant professional HR meetings, by providing feedback and suggestions for process improvements.
- Ensure clear and adequate two-way communication with relevant stakeholders.
- Implement the HR strategy.

The nature of the work involves frequent contact with the staff members of JRC as well as with the management and the HR units based in Brussels & Luxembourg. This position would allow the successful candidate to develop and enlarge his/her competencies in the field of Human Resources.

WE LOOK FOR:

An enthusiastic and dynamic colleague who is methodical in his/her work, respectful of procedures and deadlines, appreciates teamwork and has good interpersonal skills to provide quality service to our clients.

The candidate should have a proven ability to manage a high workload while respecting deadlines and priorities. The successful candidate must have a good knowledge of English (written and spoken), while

knowledge of Italian would be an asset.

Candidates should demonstrate:

- A good sense of diplomacy and discretion when dealing with personnel files; the sense of data protection is a must;
- Proactivity, work in a team, and rigorous follow-up of the files under his/her responsibility;
- A very good sense of initiative, customer service approach and the ability to deliver results;
- Good analytical skills and the ability to draft concise and clear notes and reports;
- Be flexible and able to manage multiple urgencies and priorities in times of heavy workload;
- Apply the highest standards when dealing with customers and feel at ease in communicating with all relevant stakeholders.

A background and experience in HR, in the Commission, 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)

RULES AND ELIGIBILITY:

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 Directorate E

- Cultivates a workplace based on respect for others.
- Embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.