



2022-GEE-E5-FGII-021608

FG II –Secretary to the Head of Unit

POSITION FOR:

Member of the contract staff II – 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 Geel (Belgium) in the Transport and Border Security Unit. In our Unit we work in close collaboration with the respective Commission Directorate Generals Migration & Home Affairs (DG HOME), Mobility and Transport (DG MOVE), Maritime Affairs and Fisheries (DG MARE), Taxation and Customs Union (DG TAXUD), as well as the European Union Aviation Safety Agency (EASA), European Maritime Safety Agency (EMSA), European Border and Coast Guard Agency (Frontex), the Member States authorities and many other relevant stakeholders.

WE PROPOSE:

- an exciting opportunity for someone who likes secretary work and working with other people in a multicultural and nice team
- lots of room for initiative in a very varying dynamic administrative environment, follow-up of files for the Head of Unit, note taking, agenda keeping, organising meetings, filing, monitoring deadlines, organising conferences, etc
- possibility to develop competences in the financial and quality domains
- many contacts with a lot of different stakeholders
- a possibility to contribute to the European project

WE LOOK FOR:

A kind, enthusiastic, quality conscious, motivated, service oriented secretary with at least 3 years experience relevant to the job. Someone with the required sociability skills to put a smile on others face working in a multicultural environment. The working language is English for which a very good command is required. The Commission uses a large number of legacy information systems which require strong office computer skills and an affinity to work with different electronic tools, including office 365.

The job holder should be fluent (at least level B2) in written and spoken English, and be willing to start as soon as possible in the position.

INDICATIVE CONTRACT'S DURATION:

36 months initial contract with possible renewals up to maximum 6 years.

PLACE OF WORK:

Geel (BE)

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/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 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.