



2022-IPR-F3-FGII-021649

FG II - Secretary

**POSITION FOR:**

Member of the contract staff FG 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 (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 the Chemical Safety and Alternative Methods Unit which incorporates the European Union Reference Laboratory for alternatives to animal testing (EURL ECVAM) and is part of the JRC's Directorate F for Health, Consumers and Reference Materials.

We develop, evaluate, standardise and promote innovative methods for the regulatory safety assessment of chemicals used in a variety of sectors, with the important additional aim of protecting animals used for scientific purposes. We provide support to a broad range of policy areas including industrial and household chemicals, cosmetics, food and feed, plant protection products, endocrine disrupters and chemical mixtures.

Our work also facilitates and promotes the use of alternative methods in biomedical research through various means, including identifying promising in vitro models for understanding mechanisms of disease and for development of novel therapies.

<https://ec.europa.eu/jrc/en/research-topic/alternatives-animal-testing-and-safety-assessment-chemicals>  
<https://ec.europa.eu/jrc/en/eurl/ecvam>

**WE PROPOSE:**

A position as contract agent to provide secretarial and administrative support to the unit.

Responsibilities will include:

- Provide general secretarial support to the unit and its staff related to missions, leave; office presence; document management; etc.
- Provide administrative support in some specific areas such as procurement, dissemination, training or quality management.
- Support internal communications and efficient information flow within the unit in relation to secretarial and administrative issues.
- Contribute to the organisation of visits, conferences, meetings and workshops.
- Manage correspondence with external entities.

**WE LOOK FOR:**

A dynamic and highly motivated colleague with the following essential qualifications:

- At least two years of relevant professional experience;
- Very good knowledge of spoken and written English (level B2);
- Experience in working with modern office administration tools and software.

The following will be considered as assets:

- Post-secondary level of education;
- Knowledge of administrative rules and procedures of the Commission;
- Ability to show initiative, take a creative approach and stimulate good team dynamics

Candidates will be able to work very well in a team and interact effectively and positively with a wide range of colleagues.

**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](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.