



2022-IPR-RI-FGII-021850

**FG II - Secretary - Secretarial and internal  
communication assistance – LSC Secretary**

**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 the Directorate for Support Services – Site Management Ispra.**

The Local Staff Committee (LSC) of Ispra-Seville is a statutory body that is foreseen by the Staff Regulations and established to represent the interests of all staff categories posted at those two sites. It assists staff on individual and general matters, gives opinions on Commission instructions or regulatory amendment proposals (for example on the promotion/reclassification procedure, staff mobility, housing, allowances, etc), participates in joint committees (representatives of both the administration and local staff committees) on specific matters (i.e. Training, Medical Assistance, Promotion and Reclassification for CA or AD/AST, etc).

**WE PROPOSE:**

A position as secretary. The job will consist in providing general administrative/secretarial support and documentation handling services, covering:

- Document Handling: record incoming and outgoing correspondence using archiving software; prepare/copy documents for transmission; archive correspondence and other records.
- General Administrative Support: administer and draft correspondence; carry out various administrative tasks such as diary-keeping, filtering telephone calls, filing and ordering office supplies, ensure that elected staff data and committee memberships are kept up to date; provide first-line general information to colleagues and manage the follow up, scheduling appointments with relevant experts (e.g. financial / legal advisors) when appropriate; update mailing lists; assist elected members of LSC with their administrative tasks (missions, hotel reservations, etc.); facilitate communication and information by keeping internal web-sites up-to-date.
- Mail Handling: open, register and filter incoming mail; route mail to appropriate individuals; manage the functional mailbox of the LSC.
- Organisation and Coordination of meetings: provide logistical support for the organisation of meetings, notably the LSC plenary meetings; draft minutes of the meetings.

**WE LOOK FOR:**

A motivated and dynamic person able to adapt to a varied work environment. The applicant should be a quick learner and versatile person, able to adapt swiftly to different files and stakeholders.

Practical experience with the following tools and related administrative processes will be regarded as an important asset: Microsoft Office (Outlook, Word, Excel, PowerPoint), and Commission informatics tools such as Ares, MIPS, Sysper2, Connected, PPMT.

At least two years of experience in a related field is required.

S/he must be able to work as part of a team but is also expected to work autonomously. S/he must be well organised, able to take initiative and have a service-minded attitude.

Good written and spoken knowledge (B2) of French, English and Italian is required.

S/he should be able to treat confidential files/information with utmost discretion.

**INDICATIVE CONTRACT DURATION:**

12 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/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.