



2022-SVQ-B4-FGII-021928

FG II - 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 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 B (Growth & Innovation), Human Capital and Employment Unit. Unit B4 develops policy-driven research and analysis in the area of Education, Skills, Employment and Welfare addressing EU policy priorities on the Digital and Green transition.

WE PROPOSE:

The successful candidate will work as a unit secretary to provide administrative support to the management of projects and the activities of the staff of the unit.

The main tasks will be:

- Coordinate and provide support in the preparation of meetings, workshops, seminars and other events. This includes mainly budgetary requests, booking of rooms, reception and security arrangements.
- Provide general and specific administrative support to the projects teams, including support in the preparation of all types of contracts, financial operations (initiating and checking), budgetary and workflow follow-up of projects.
- Monitoring deadlines and workflows. Contribute to administrative quality checks on files submitted to the Head of Unit for approval/signature.
- Monitor the teams' budget including implementation of all types of contracts and reporting to the person responsible of the budget in the unit.
- Check mission requests and statements of expenses submitted by the staff according to the mission rules in force.
- General support of the staff for any other secretarial tasks.

WE LOOK FOR:

The candidate should be a motivated and dynamic person able to learn and to adapt to the European Commission's 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, be flexible to assume new and/or unexpected new tasks and have a service-minded attitude. Excellent written and spoken knowledge of English (C1 level) is essential, as well as mastering the main office tools like Word, Excel, Powerpoint, Outlook. Good knowledge of Spanish and/or French would be an additional asset.

INDICATIVE CONTRACT'S DURATION:

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

PLACE OF WORK:

The unit has a vacancy for a contractual agent in Seville (Spain).

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>

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.