



2022-IPR-HRE4004-FGII-021948

**FG II - HRM Agent – Working Conditions,
Welcome and Wellbeing Team**

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-General Human Resources and Security (HR.E) is in charge of HR services for specific sites and services. The mission of the 'HR for JRC' Unit (HR.E.4) 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 66 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 Working Conditions, Welcome & Wellbeing team. It specifically concerns the provision of HR on-boarding (arrival) and off-boarding (departure) services for the JRC staff located in Ispra, Italy.

The job involves administrative and customer-service tasks, such as:

- Implement the welcome office programme and toolkit to ease integration of expats and their families. That includes: informing about the procedure and documentation needed to work and legally stay in Italy; assist with the development of documents and information tools related to on-boarding.
- Welcome and receive in person Commission staff at the Ispra Commission site.
- Ensure that the virtual communications tools used for newcomers, Commission services and HR colleagues are updated, including document management (filing, scanning), by using the dedicated IT-tools.
- Participate in the organisation of the induction programme for JRC newcomers and trainees located in all JRC sites.
- Participate in the organisation of the yearly European School traineeship programme.
- Prepare off-boarding procedures for Commission staff leaving the service, contact and coordinate with all involved internal services.
- Assist with the administration issues related to the Italian special identity cards.
- Assist the team member in charge of personal files with scanning and uploading of files in the relevant IT system.

The nature of the work involves frequent contacts 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 Italian and English (written and spoken), while knowledge of French would be an asset.

Candidate should demonstrate:

- Excellent interpersonal and communication skills (oral and writing);
- Diplomatic skills and confidentiality when dealing with personnel files;
- Proactivity, capacity to work in a team, and ensure rigorous follow-up of the files under his/her responsibility;
- Customer service approach;
- Good analytical and writing skills;
- Ability to deliver results, flexibility in handling the tasks assigned and resilience given the high workload.

A background and experience in HR, including 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.