



2022-IPR-I2-FGII-021968

FG II – Secretary – Administrative and Financial Agent

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 vacancy is in the ‘Foresight, Modelling, Behavioural Insights & Design for Policy Unit’ of the Directorate for Competences. The Unit’s mission is to inform the conception, development and implementation of EU policies with insights from design thinking, horizon scanning, foresight and behavioural sciences. Our complementary competences in these areas allow us to better anticipate issues requiring EU policy attention, identify issues requiring further analysis, tackle policy issues from different perspectives and applying evidence from the behavioural sciences. Through the EU Policy Lab, we provide an experimental, collaborative and multidisciplinary space to explore, connect and find solutions for better regulation and better spending.

WE PROPOSE:

The position is for a secretary, with tasks related to both secretarial and financial support. The overall purpose is to provide general administrative support and financial assistance to the Unit and to the Project Leader and members of the Competence Centre on Modelling, including document management, organisation of meetings, financial circuit steps, logistic needs, missions, time management/flexitime and information provision.

WE LOOK FOR:

We are looking for a dynamic, motivated, dedicated, proactive person with a strong sense of responsibility and commitment to deliver. A team player with good communication skills and willingness to learn and further develop his/her skills.

The working language is English and a good knowledge of oral and written English (B2 level), communication and presentation skills are necessary. Knowledge of Italian would be an asset. Experience in the field of secretariat/administrative support and finance would be an advantage.

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/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.