



## VACANCY NOTICE – 2023-IPR-S2-FGII-022390

### Unit Secretary

<b>Type of contract</b>	Member of the European Commission's contract staff, Function Group II (article 3b of the <a href="#">Conditions of Employment of Other Servants</a> )
<b>Duration of contract</b>	36 months (renewable up to maximum 6 years)
<b>Area</b>	Operational, Administrative and Secretarial Assistance
<b>Place of employment</b>	Ispra (IT)
<b>Indicative basic salary</b>	2365,82 - 2676,85 € (applicable as of 1 <sup>st</sup> of July 2022) For more detailed information please consult: <a href="#">Working Conditions</a>

#### WE ARE

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The [Joint Research Centre \(JRC\)](#) provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

The current vacancy is in the "Science for Democracy and Evidence-Informed Policymaking" Unit of Directorate for "Innovation in Science and Policymaking", which is based in Ispra and Brussels.

Our mission is

- to promote evidence-informed, collaborative policymaking and participatory and deliberative democracy in the Commission and the EU;
- to promote policy impact, knowledge synthesis, collaboration and citizen engagement within the JRC;

through research, innovation, guidance, consultancy advice, training, capacity building and institutional development on collaboration, policymaking and democratic processes inside JRC and Commission and within the EU.

We offer:

An **exciting secretary's role** in an innovative Unit that tries to promote evidence-informed, collaborative policymaking and participatory and deliberative democracy in the Commission and the EU. Would you like to help this Unit work more creatively and collaboratively and support its management activities?

#### WE PROPOSE

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The jobholder will



- Provide administrative support to the Unit's management in the implementation of the HR processes, and the newcomers' integration process, and assist the HoU in the execution of HR related tasks by encoding information in Sysper and other HR tools
- Support Unit's staff in the management of missions, holidays, leave and absence records and similar personnel administration formalities, and organise unit meetings, taking minutes and proactively following up the actions discussed
- Support the HoU and the Heads of Sectors in the management of space, infrastructure, office supplies and other logistics needs in liaison with the specialised services and support the Unit in the organisation of visits (preparation, contacts, reception and information to visitors)
- Contribute to internal communication activities, including the contents of the Unit's SharePoint online pages, MS Teams and other internal communication channels and support the Unit's staff in the dissemination of project related outputs, in accordance with the relevant procedures.
- Collaborate with horizontal services at Directorate and DG level in the performance of administrative and human resource management procedures.

## **WE LOOK FOR**

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We are looking for candidates with the following qualifications

Required:

- Professional experience as a secretary and/or an assistant for at least one year
- Good interpersonal skills and attitude in working in an international environment
- Ability to handle high workload when necessary and deliver under pressure
- Excellent knowledge of oral and written English (C1 level) and basic knowledge of French (A2)
- Good communication and presentation skills.

Advantages:

- Knowledge of Microsoft 365 would be an advantage
- Experience in working in international organisations or acquired in more than one country

The profile is completed by the following general skills:

- Team playing mind-set, reliability, sense of responsibility and service culture.
- Helping to form and sustain a cross-functional multi-DG team
- Analytical thinking and sound judgement capacity coupled with a spirit of initiative.

## **HOW TO APPLY**

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If you are **already on a valid CAST FG II reserve list**, or you **have already applied to the call below**, you can directly submit your application at <http://recruitment.jrc.ec.europa.eu/?type=AX>.

If not, before applying to this position, **you must register** for the following:



- the [Call for Expressions of Interest | EU Careers \(europa.eu\)](https://europa.eu) (CAST Permanent FG II), which is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union), or

*The JRC cultivates a workplace based on respect for other people and the environment, and embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.*