



VACANCY NOTICE – 2023-GEE-E4-FGII-022394

Secretary - Unit & Head of Unit

Type of contract	Member of the European Commission's contract staff, Function Group II (article 3b of the Conditions of Employment of Other Servants)
Duration of contract	36 months (renewable up to maximum 6 years)
Area	Administration
Place of employment	Geel (BE)
Indicative basic salary	2365,82 - 2676,85 € (applicable as of 1 st of July 2022) For more detailed information please consult: Working Conditions .

WE ARE

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

The current vacancy is in Geel (Belgium) with the Transport and Border Security Unit of the Directorate for Space, Security and Migration. The Unit has 3 main areas of policy driven research:

- 1) The border security systems research supports the Commission plans towards stronger external borders and improved information exchange. To ensure the security of the EU external Border, it is crucial to understand and address all its different dimensions (Sea, Land, Sky, Cyber) focusing both on people and goods.
- 2) The threat detection & standards for security research develops and provides a variety of test materials, test methods and knowledge transfer to end users in Member States and international organisations. Detection is a key link in the chain of counter-terrorism, and detection technology is often the last line of defence against a terrorist attack.
- 3) The drone and counter drone security living lab provides critical infrastructure stakeholders with scientific advice on how to protect against non-cooperative Unmanned Aircraft Systems (UAS), commonly referred to as drones. As the use of drones, becomes more widespread for commercial use, there is an increased concern that drones will also be used for malicious intent and there currently is no common EU legislation to counter this potential threat.

We work in close collaboration with the respective Commission Directorate Generals Migration & Home Affairs (DG HOME), Mobility and Transport (DG MOVE), Maritime Affairs and Fisheries (DG MARE), Taxation and Customs Union (DG TAXUD), as well as the European Union Aviation Safety Agency (EASA), European Maritime Safety Agency (EMSA), European Border and Coast Guard Agency (Frontex), the Member States authorities and many other relevant stakeholders. For further information: <https://joint->



research-centre.ec.europa.eu/scientific-activities-z/border-security_en, https://joint-research-centre.ec.europa.eu/laboratories-and-facilities/explosives-trace-detection-laboratory_en, https://joint-research-centre.ec.europa.eu/scientific-activities-z/aviation-security_en and https://joint-research-centre.ec.europa.eu/scientific-activities-z/drones-counter-drones-and-autonomous-systems_en

The purpose of the vacant position is to assist the Head of Unit in the implementation of administrative and personnel rules & procedures, in order to keep the Unit secretariat running smoothly.

We offer:

- an exciting opportunity for someone who likes secretary work and working with other people in a multicultural and nice team
- lots of room for initiative in a very varying dynamic administrative environment
- the possibility to develop competences in the financial and quality domains
- many contacts with a lot of different stakeholders
- a possibility to contribute to the European project

WE PROPOSE

The jobholder will give administrative support to the Head of Unit and the Unit: follow-up files, take notes, write routine correspondence, keep the agenda of the Head of Unit, organise meetings and conferences, monitor deadlines, follow-up personnel administration formalities (example: holiday requests, business travel expenses...), support the database and document management of the unit, follow-up administrative arrangements relating to the arrival of new team members etc

WE LOOK FOR

A kind, enthusiastic, quality conscious, motivated, service oriented secretary with at least 3 years of experience relevant to the job. Someone with the required sociability skills to put a smile on others' face working in a multicultural environment. The working language is English for which a very good command is required. The job holder should thus have at least level B2 in written and spoken English. The Commission uses a large number of legacy information systems which require strong office computer skills and an affinity to work with different electronic tools, including office 365.

The candidate should be willing to start as soon as possible in the position.

HOW TO APPLY

If you are **already on a valid CAST FG II reserve list**, or you **have already applied to the [Call for Expressions of Interest | EU Careers \(europa.eu\)](https://europa.eu/careers)** (CAST Permanent FG II), 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 [Call for Expressions of Interest | EU Careers \(europa.eu\)](https://europa.eu/careers) (CAST Permanent FG II), which is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union)

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.