



VACANCY NOTICE – 2023-IPR-A4-FGII-022576

Secretary

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	Legal Affairs and Central Intellectual Property Service
Place of employment	JRC Ispra (IT).
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 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 the **Legal Affairs and Central Intellectual Property Service** Unit of the JRC Directorate for Strategy and impact.

The mission of the [Directorate for Strategy and impact](#) is to steer the JRC strategic repositioning with the European Commission, and its engagement with partner DGs, but also with the member countries, international partners and the other stakeholders. The Directorate focuses on the implementation of this strategy in order to lever increased JRC impact through reporting and evaluation, resource planning and inter-institutional activity. The Directorate provides support and advices in terms of legal affairs and hosts the corporate Central IP Service. The Directorate also steers activities aiming to improve the efficiency, effectiveness, quality and impact of the organisation.

The mission of the **Legal Affairs and Central Intellectual Property Service** Unit (Brussels/Ispra) is to coordinate, provide advice and support on legal matters, including protection of personal data, dealing with access to documents, Ombudsman's inquiries and other complaints. The unit also hosts the Commission's central intellectual property service, which is the entry point for IP advice, IP management and for raising awareness on IP with the Commission services.

The post is located at JRC Ispra (IT).

Further information:

<https://webgate.ec.europa.eu/connected/community/jrc/directorate-a/a4/>

**We offer:**

A dynamic and family-friendly working environment; job giving the opportunity to interact with various stakeholders and research organizations worldwide.

WE PROPOSE

A position as Secretary to assist with administrative work in relation to the preparation of Collaboration Instruments between the JRC services and external entities.

Main tasks will include:

- Open/register/filter incoming mail and route to a member of the legal team; update excel tables with legal consultations; generate statistics.
- Manage the whole signature cycle of collaboration instruments: create and check legal entity files in the Commission's Financial Information System (ABAC); prepare the documents for the signatures (eg. layout, initialing, cover note and copy); transmit the documents to the counterparties for the signatures; verify the validity of digital signatures (Qualified Electronic Signature), register instruments in the corporate systems (JIPSY/HARMONIA and ARES) and send outgoing agreements (via courier or mail) to the counterparty. Handle correspondence regarding the signature arrangements with the JRC external collaboration partners.
- Liaise with staff within the Unit for matters relating to the administrative handling of Collaboration Instruments.
- Extrapolate data for overviews of selected categories of Collaboration Instruments or retrieve individual Collaboration Instruments using dedicated systems (JIPSY/HARMONIA).
- Keep up to date the internal instructions covering the administrative management of the JRC Collaboration Instruments.
- Organize and maintain the paper archives and file correspondence and other documents in accordance with the Commission document management policy.
- Act as a back-up to the Unit's secretary.
- Edit and prepare lay-out of documents, including for electronic publication.
- Carry out the day-to-day management of Intranet pages of the Unit.
- Monitor the coherence of the structure, the methods of navigation and the content of the Unit's pages.
- Provide guidance to Unit colleagues in the preparation of contents for web publication.
- Find or create illustrations (graphs, symbols, etc.).
- Ensure the quality control of Unit's Intranet contents; verify that information is regularly updated.



WE LOOK FOR

Applicants should have a minimum of two years of working experience in the domain of secretarial/administrative support.

Excellent command of English language (C1) is required as well as very good command of another EU official language.

The ideal candidate should have good oral and written communication skills and should be capable to handle interactions with different stakeholders within and outside the Commission.

S/he should have good IT skills and knowledge of document management.

HOW TO APPLY

If you are **already on a valid CAST FG II reserve list**, or you **have already applied to one of the calls 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 \(europa.eu\)](http://europa.eu) (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.