



2019-IPR-RI5-FGII-011450

FG II Secretary

Position for:

FGII Secretary

As the science and knowledge service of the Commission, the mission of DG Joint Research Centre 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 mission of the Site Management Ispra Department of the Directorate for Support Services is to identify and ensure the application of the appropriate safety, security and environmental procedures and measures for the Ispra Site. The Department consists of an office and 3 Units.

The mission of the Safety and Security Unit, where the position is required, is to develop and ensure a safe, secure and environmentally sustainable working environment at the Ispra site, for its personnel and visitors, the premises and the information held on the site. To manage a reliable emergency response service.

The job will consist in providing general administrative/secretary support, namely administer and draft correspondence; diary-keeping, filtering telephone calls, filing and ordering office supplies, provide first-line general information to colleagues; update mailing lists; assist UH and colleagues with their administrative tasks (missions, hotel reservations, etc.); open, register and filter incoming mail; route mail to appropriate individuals; organising meetings. Act as a back up to the Department secretariat.

Qualifications:

We are looking for a motivated and dynamic person able to adapt to a dynamic environment and work. The applicant should be a quick learner and versatile person, able to adapt swiftly to different files and stakeholders. S/he must be able to work as part of a team but is also expected to work autonomously. S/he must be well organised, able to take initiative and have a service-minded attitude. Good written and spoken knowledge of English and Italian is required. S/he should be able to treat confidential dossiers/information with utmost discretion.

Minimum requirements of the candidate based on the job description (exact language level to be indicated by the applicants):

- Very good knowledge of spoken and written English (level B2).
- Very Good knowledge of spoken and written Italian (level B2).
- Experience in working with modern office administration tools such as document management systems and Microsoft Office applications.

	Job related experience: at least 2 years
Directorate Unit	Support Services Safety and Security Further information: https://ec.europa.eu/jrc/
Indicative duration	12 months initial contract with possible renewals up to maximum 6 years
JRC Site Country	Ispra Italy
Rules and eligibility	<p>The candidate must be on any valid EPSO reserve list for Function Group II contract staff.</p> <p>Applicants to the following Call for expression of interest can also be considered:</p> <p>CAST Permanent - EPSO has launched in January 2017 an open-ended selection procedure to create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents. Details available at the link below: https://epso.europa.eu/documents/2240_en</p> <p>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</p> <p>Article 3b of the Conditions of Employment of Other Servants of the European Union applies: the actual period of employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.</p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>