



**2018-IPR-I5-FGII-9970**

**FGII – Administrative Agent**

**Position for:**

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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 Advanced Computing & ICT Support Unit is part of Directorate for Competences and is based in all JRC sites. The mission of the Unit is to act as a centre of ICT competence supporting the operational activities of the JRC.

The administrative agent will provide administrative support to the Advanced Computing & ICT Support Unit.

The position is aimed at:

- Providing contract management support services to the unit, in support to the various project managers. In particular, taking care of the contract/purchase initiation phases (e.g. preparation and registration of files in the dedicated systems (e.g. JIPSY) as well as the overall monitoring of purchases and contracts.
- Providing budget management support to the unit and participate to the reporting to stakeholders and ICT Governance.
- Participating to the design and the implementation of communication activities in particular creating, and managing Unit's Connected@JRC pages.
- Assisting on editing and reviewing quality system documents and providing support to quality audits.
- Ensuring secretarial tasks continuity in collaboration with the secretary of the unit (based in Brussels) with regard to personnel administration: staff reports, holiday, sickness, training and mission organisation, transport services and daily entrance permits for occasional visitors and dealing with Ispra-specific aspects.

Qualifications:

We are looking for a pro-active and service oriented person. Given the large size of the unit excellent organisational skills, high level of responsibility and ability to manage his/her work in a flexible way are essential.

Knowledge of standard Commission tools would be an asset.

The candidate should have a minimum of three years of experience in secretarial/administrative support and a very good (C1) command of English. A basic level (A2) of written and spoken Italian is essential.

<b>Directorate Unit</b>	<p>Competences Advanced Computing &amp; ICT Support Unit</p> <p>Further information: <a href="https://ec.europa.eu/jrc/">https://ec.europa.eu/jrc/</a></p>
<b>Indicative duration</b>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<b>JRC Site</b>  <b>Country</b>	<p>Ispra</p> <p>Italy</p>
<b>Rules and eligibility</b>	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff.</p> <p>Applicants to the following Calls 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: <a href="https://epso.europa.eu/documents/2240_en">https://epso.europa.eu/documents/2240_en</a></p> <p><b>Auxiliary contract staff:</b> <a href="https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members">https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</a></p> <p><i>Please note that due to the high number of applications received only shortlisted candidates will be contacted.</i></p>