

**Vacancy Notice for a position as Contractual Agent FGI Type 3a) at the Joint Research Centre
Ispra, Italy
for the duration of 6 months, eventually renewable.**

We are

The Joint Research Centre (JRC) is the European Commission's research- and development-based policy support organisation. With seven institutes (headquarters in Brussels), the JRC is located in five Member States (Belgium, Germany, Italy, the Netherlands and Spain).

The JRC Site in Ispra (VA) (North of Italy) has about 1800 employees and hosts 3 of the scientific institutes, the Institute for Health and Consumer Protection, the Institute for the Protection and Security of the Citizen and the Institute for Environment and Sustainability. The Ispra Site Directorate provides these institutes with a range of essential technical and support services, and is responsible for the Site nuclear decommissioning activities. The Asset Management Unit JRC.3 delivers essential services to preserve the value of all movable and immovable assets of the JRC by providing a high quality asset management service whilst effectively ensuring that said assets are fully insured and that there is an efficient movement of goods and documents in and out of the Ispra site.


We propose

The Asset Management Unit JRC.C3 of the Ispra Site Directorate is looking for Member of contract staff in Function Group I to assist in the delivery of high quality registrations of documents and invoices in the dedicated IT applications JIPSY and in ABAC (step 1) for all Ispra Institutes. In addition she/he will be asked to assist in the reception and delivery of goods to all Institutes on the JRC Ispra Site. This first contract is limited to duration of 6 months, as the successful candidate will replace a colleague who is on long term sick leave. Eventually changes of the actual situation might create a possibility for prolongation of the contract.

We look for

The selected candidate is expected to have compulsory education and an experience in general administrative work and logistic support function of preferably 2 years. The candidate must have a good capacity to integrate into a team and a high degree of flexibility (openness towards new demands, new technologies, new cultures and environments) and stress resistance. The main working languages are English and Italian; a satisfactory knowledge of one of these is required. The successful candidate must have a valid driving licence in order to properly discharge the duties of the job.

Eligibility criteria for this function group

Candidates must have successfully completed compulsory education attested by a diploma. The diplomas and certificates must have been awarded in EU Member States or must be equivalence certificates issued by the authorities in the said Member States. Only applications from candidates, who have successfully passed an open competition for Contract Agent posts in Function Group I organized by the European Personnel Selection Office (EPSO), can be considered. Rules governing the hiring of contract agents in the Commission are established by the [Commission Decision of 7/04/2004](#)  [238 KB] .

General eligibility criteria

The European Institutions apply an equal opportunities policy and accept applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

Contract staff may be engaged only when fulfilling the following conditions:

General conditions of engagement

National of one of the Member States (proven by passport or identity card), derogations to this rule are possible for non EU Nationals;

- having fulfilled any obligation concerning military service (proven by an official declaration from the authority responsible for military service);
- with appropriate character references as to his suitability for the performance of duties (proven by a recent certificate of good conduct issued for a public administration by the police or another relevant authority);
- The contract staff member is subject to a medical examination by a medical officer of the institution in order to conform to Article 82, §3, item (d) of the conditions of employment of other servants;
- A detailed knowledge of one of the official languages of the European Union and a satisfactory knowledge of another Union language to the extent necessary for the performance of his/her duties is required.

For more information please refer to the [conditions of employment of other servants of the European Communities.](#)

Salary and remuneration

GRADE	STEP						
	1	2	3	4	5	6	7
3	2277,64	2324,91	2373,98	2422,41	2472,69	2524,01	2576,39
2	2013,53	2055,32	2097,98	2141,52	2185,96	2231,33	2277,64
1	1780,05	1816,99	1854,70	1893,20	1932,49	1972,59	2013,53
Basic salary amounts in Euro							

Staff in this function group are *always* recruited in **Grade 1 Step 1**.

A [salary calculator](#) (Microsoft Excel file - 194 Kb) is available which will provide an indicative final salary, following deductions and including allowances, based on your personal situation. This is provided for information purposes only and does not constitute any commitment on the part of the Joint Research Centre or the European Commission.

Contact:

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Please send CVs to: JRC-RECRUITMENT-FGI-ISD@ec.europa.eu



EUROPEAN COMMISSION
Job Description Form

Job Holder

Name

Job Profile

Job title

Administrative Agent - Contract Agent FG I in the Reception and Shipment of Goods Office

Overall purpose

To assist in the delivery of high quality registrations of documents and invoices and to assist in the co-ordination of the delivery of goods to all institutes arriving on the JRC Ispra Site.

Functions and duties

- + Administrative Coordination and Support: Invoice registration
 - * Register invoices in step 1 for all Ispra Institutes in JIPSY and in ABAC, under the supervision of the sector head.
- + Logistic Support: Transport of goods and / or documents
 - * Assist in the delivery to all institutes goods arriving on the JRC Ispra Site.
 - * Distribute mail and / or other documents.

Job Requirements

Formal education

- + Secondary education (not giving access to higher education): essential

Note that equivalent experience (as detailed below) can replace a formal education requirement qualified as essential.

Experience

- + 2 year(s): desirable

Note that the item refers to the experience needed for this specific job without prejudice to the minimum experience required in open competitions for eligibility for similar jobs.

Training

None required

Languages

- + Italian
 - * Understanding: Good
 - * Speaking: Good
 - * Reading: Good
 - * Writing: Good

Note that the competence on languages should refer to the languages specifically required for this job and takes for granted that the jobholder's profile at the time of recruitment complied with art. 28 f of the Staff Regulations.

Knowledges

- + Administrative rules and procedures of the Commission: Basic
- + Office automation tools:
 - * Word: Good

Talents

- + Intellectual Capacity:
 - * Flexibility (openness towards new demands, new technologies, new cultures, new environment, etc)
 - * Punctuality
 - * Discretion
- + Interpersonal talents:
 - * An awareness of and attentiveness to individual differences
- + Drive for Achievement:
 - * Stress resistance

Skills

- + Communication skills:
 - * Ability to understand and be understood: Good
- + Working with others:
 - * Ability to work in a team: Good
- + Service culture:
 - * Ability to identify user's needs: Good
 - * Client orientation: Good
- + Motivation:
 - * Ability to work in a proactive and autonomous way: Good

Job Environment

Organisational entity

Type	Section
Size	0 to 15 people
Gender balance	predominance of men

Comments

Presentation of the entity

Job related issues

Workplace, health & safety related issues

Other