

VACANCY NOTICE

ECHO C1 – Humanitarian Aid Thematic Policies

Secretary to the Head of Unit

Contract Agent FG II

BRUSSELS (Belgium)

Deadline: 26/01/2024, by 12:00 (Brussels time)

Job available from: 01/03/2024

Job no. 343749

We are

The unit is responsible for ensuring the development, dissemination and coherent implementation of humanitarian thematic policies. It is responsible in particular for International Humanitarian Law (IHL), access, humanitarian protection, gender/age, disability inclusion, education in emergencies, forced displacement/migration (refugees, Internally Displaced Persons), food, nutrition, WASH, health, shelter, and cross-cutting approaches (humanitarian-development-peace nexus, social protection, basic needs, urban settings, cash, humanitarian financing and private sector engagement, innovation/digitalisation).

This includes establishing and maintaining relations with relevant Commission services /EEAS and outside actors (donors, partners including UN and other international organisations, civil society organisations, academia, private sector) in the policy fields described above.

The unit is also responsible for the management of the Enhanced Response Capacity HIP and other policy support tools. It is the focal point for DG ECHO's field thematic experts' network.

We propose

We are looking for an experienced secretary, who will be Secretary to the Head of Unit C1. The successful candidate will be integrated in a friendly and dynamic team.

The jobholder will provide administrative, logistic and secretarial support in close cooperation with the colleagues in the Unit and across the Directorate. The jobholder will be entrusted a broad range of administrative responsibilities, and will enjoy flexibility in the organisation of the work, in accordance with the priorities set by the respective Heads of Unit.

The jobholder is expected, among other things, to attribute, follow up and file ARES documents and mails, apply document management rules, monitor deadlines, ensure calendar planning and the organisation, preparation and follow-up of meetings. The jobholder will provide administrative and logistical support for the organisation of missions and events. The jobholder will help to maintain an effective information flow and communication within the unit and towards other services and external contacts. The jobholder will prepare documents and notes, assist with Sysper and with recruitment procedures, ensure document filing, arrange videoconferences, organise missions in MIPS, and maintain relevant internal documents up-to-date.

We look for

We look for a well-organised, dynamic, flexible, proactive, service-oriented and open-minded team player. The successful candidate shall have sound and proven organisational skills, be able to prioritise tasks and handle high workload and sensitive information with the necessary discretion. The jobholder must have a minimum of two year of relevant professional experience. Written and spoken fluency in English and a confident use of French are required. Knowledge of Commission procedures and administrative rules, and experience in document management will be an asset. The successful candidate will need to be familiar with Commission IT tools (Ares, MIPS, SYSPER, Decide, Euro look, Basis etc.), and willing to be trained in DG ECHO tools. Suitable candidates must be ready to respond rapidly to changing circumstances and to communicate effectively. In an emergency service like DG ECHO, flexibility and adaptability will be paramount. We welcome the motivation and capacity to induce improvements in the working environment and procedures. Sense of initiative and enthusiasm will be particularly appreciated. Previous experience as an executive secretary is an asset.

Recruitment policy

Please note the following conditions in order to be an eligible candidate:

- You have passed an EPSO CAST in the required functional group (CA FG II or higher)
- or -
- You must be enrolled in the application below in the required functional group (CA FG II)

Register your application in 'CAST Permanent' for Contract Agents - it is open for registration since 5 January 2017 and there is no deadline for submitting applications -

<https://epso.europa.eu/iob-opportunities/cast/en>

- You must have an EU citizenship

After a selection based on the CVs, the selected candidates will be invited for the interview.

Candidates should be aware that, due to the nature of DG ECHO's mandate, the DG must be able to respond rapidly in times of crisis. A flexible approach is therefore necessary with respect to responsibilities, sometimes involving temporary reassignment to a different operational unit.

How to apply

DG ECHO applies a policy of equal opportunities and was awarded the label "Balanced Workplace". Our recruitment policy is based on equal opportunities, respect for diversity, maintaining the balance between professional and private life, and support for training and development opportunities.

The candidates should send their CV with a one page motivation letter (both in pdf format) to functional mailbox ECHO-C1@ec.europa.eu, within the deadline, indicating clearly in the subject field the name of the ECHO unit concerned (ECHO.C1) and the title of the position.

Contacts

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Address for sending applications: ECHO-C1@ec.europa.eu