Vacancy notice NEAR D3

**Job description type:** Secretary to the unit, Contract Agent, FG II

SYSPER Post Number 375993

We are

Within the Directorate General for Neighbourhood and Enlargement Negotiations, the mission of the unit is to manage the enlargement process and EU’s bilateral relations with Albania and North Macedonia in the framework of the stabilisation and association policy of the European Union. This includes monitoring the reform process in the country, managing the implementation of the Stabilisation and Association Agreement, preparing annual Reports, representing the Commission in Council working groups and other bodies, and programming and supervising the implementation of pre-accession financial assistance. The unit works in close cooperation with the EU Delegations in Tirana and Skopje.

We look for

The Unit is proposing the post of a Secretary who will be mainly in charge of administrative, logistical and secretarial support to several colleagues in the unit and will carry out horizontal administrative tasks. He or she will be part of a secretariat composed of 2 persons who mutually back-up each other.

We are looking for a dynamic, motivated and service-minded colleague.

The successful candidate will have:

- A strong sense of responsibility and discretion
- The ability to work pro-actively, with short deadlines
- Good organisation skills and the ability to multi-task and adjust to changing priorities
- Strong communication skills
- A positive and team-player attitude
- Proficient computer skills (e.g. Word, Outlook, Excel, PowerPoint)

Solid work experience in the Commission and knowledge of the internal administrative tools (e.g. Ares, MIPS, SYSPER, Decide, Basis) will be an asset.

The position requires written and oral fluency in English. Good knowledge of French would be an asset.

We propose

- A dynamic, challenging and motivating working environment and job content
- An interesting and varied job carried out in cooperation with another colleague from the administrative team
- A visible position that offers multiple opportunities for personal development

Only FG II, III or IV contract agents in the Commission, candidates from a FG II, III or IV EPSO CAST or candidates registered as FG II, III or IV in the EPSO CV online database may apply.

Interested candidates should send their CVs & a short letter of motivation (max. 1 page) to the following mailbox: NEAR-D3@ec.europa.eu

Deadline for application: 01/06/2022