

Vacancy notice NEAR A.4

Job description type: Secretary

Contract Agent Function Group II – Sysper Job no. 199275

We are

The mission of the Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR) is to take forward the EU's neighbourhood and enlargement policies. This includes providing assistance to 23 countries covered by these policies to enable them to carry out the necessary reforms and to strengthen their basis for sustainable growth. In this context, the Unit's overall objective is to coordinate financial assistance, including the policy and strategy for the European Neighbourhood Instrument (ENI) and the Instrument for Pre-accession Assistance (IPA II), as well as their successors. The Unit oversees the legal framework for financial assistance, including aspects related to the Multi-annual Financial Framework (MFF), planning, programming, budget support, and monitoring and evaluation. It acts also as secretariat of the ENI and IPA II Committees, as well as secretariat of the Financial Assistance (FAST) Committee.

We propose

- A dynamic, challenging and diverse working environment.
- A varied job carried out in cooperation with a wide range of partners inside/outside the EU
- A full set of learning and training opportunities targeted to the needs of the job.

We look for

We are looking for a motivated and dynamic colleague who has the following qualities/competences:

- Good communication and interpersonal skills.
- Excellent organisational skills and sense of responsibility.
- Good secretarial working knowledge of English and French (written and oral).
- Good knowledge of use of the essential Commission systems (Ares, MIPS, Sysper, Decide, etc.)
- Sense of initiative for following files through.
- Candidates should possess at least 3 years of job-related experience, part of it in the European Commission and/or another EU Institution.

Recruitment policy

Only FG II contract agents in the Commission, candidates from a valid FG II EPSO CAST list and candidates registered as FG II in the EPSO Permanent CAST in FG II can be considered for this position.

Interested candidates should send their CVs and a short letter of motivation to the following mailbox:

NEAR-A4@ec.europa.eu

Deadline for applications: 24 May 2019

Publication contacts: Ana.Pires@ec.europa.eu



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)

Job no.199275 in *NEAR.A.4*

Valid from 26/04/2019 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Secretary - to the Head of Unit and to the members of the Unit

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

Provide general administrative and secretarial support to the Head of Unit and to Unit members.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES - General administrative and logistic support to the Head of Unit

- Provide administrative assistance with the management of the secretariat by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and calendar.
- Keeps and manage planning of the Head of Unit calendar and agenda.
- Prepare notes, minutes, routine correspondence, presentations and other texts that are needed. Organize and prepare briefing files, speeches, etc. for meetings, conference and committees.
- Draft, type, verify layout and check quality of documents presented for signature. Handle correspondence and ensure appropriate follow-up, screening responses, drafting and typing standard correspondence and giving general information to callers/e-mailers.
- Ensure follow-up and respect of deadlines of replies requested in the Unit. Supervise the echeancier and ensure that incoming message are attributed and followed up and that deadlines are respected.
- Maintain the co-ordination with the Units Secretariat. Coordinate the creation, keeping up to date and retrieval of dossiers, documents and data in the appropriate files or IT databases.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES - General administrative and logistic support to the members of the unit

- Registration, attribution and filing in ARES incoming/outgoing mail and correspondence.
- Provide logistical support for organisation of missions, budgetary requests and meetings / committees (reception of guests / attendees, liaising with the MIPS, Webdor, Presto and other services on preparation of the room, materials, refreshment, travel expenses, accommodation, etc.).
- Prepare, co-ordinate and introduce replies to inter-service consultations, parliamentary questions, briefing and speeches requests. Manage the "functional mailbox"
- Correctly apply the Commission's management rules to the documents for which the official is responsible, following the instructions of the HoU ensure in particular the correct registration and filing of these documents.
- Act as DMO correspondent for the Unit, ensure that the Unit IT drive is correctly organised, filed and archived, ensure in particular that documents can be easily retrieved.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES - Administrative and personnel management support

- Manage information and procedures on missions, holidays, leave and absence records and similar personnel administration formalities.
- Provide administrative assistance with job descriptions, appraisal reports and / or training plans.
- Follow up administrative arrangements relating to the recruitment and arrival of new officials.
- Coach new secretaries and clerical officers on administrative procedures and organizational structure.
- Replace other colleagues within the Unit Secretariat when necessary.

Job requirements

Experience

Job-Related experience: at least 3 years

Qualifier: essential

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C1	C1	C1
French	C1	C1	C1	C1	C1

Knowledge

- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Administrative rules and procedures of the Commission
- INFORMATION and DOCUMENT MANAGEMENT
LIBRARIES and ARCHIVES
ARCHIVING
- COMMUNICATION and PUBLICATION
MISSIONS, MEETINGS and VISITS (incl Protocol Service)
Missions, seminars, meetings (budgetary aspects)
- IT TOOLS for SPECIFIC APPLICATION AREAS
IT tools for OFFICE AUTOMATION
Outlook
IT tools and systems for HRM
MIPS (Missions Integrated Processing System)
Sysper2: Time Management / FlexiTime
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares
IT tools and systems for COMMUNICATION and PUBLICATION
EU institutions databases & websites
Intranet
IT tools for WEB SYSTEMS and APPLICATIONS
- INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
Commission services and their structure

Competences

- Communicating
Ability to understand and be understood
- Delivering Quality and Results
Ability to work in a proactive and autonomous way
Client orientation
Conscientiousness
- Prioritising and Organising
Capacity to deliver in a structured way
Planning capacity
- Working with Others
Ability to work in a team
Confidentiality
Sociability skills

Job Environment

Organisational entity

Type: Unit

Size: 16 to 25 people

Gender balance (within the entity):

Comments:

Presentation of the entity:

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Job related issues

- Atypical working hours
- Specialised Job

Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

Comments:

Other

Comments: