



## VACANCY NOTICE – 2023-SVQ-B7-FGIII-024296

### FG III Administrative Assistant

<b>Type of contract</b>	Member of the European Commission's contract staff, Function Group III (article 3b of the <a href="#">Conditions of Employment of Other Servants</a> )
<b>Duration of contract</b>	36 months (renewable up to maximum 6 years)
<b>Area</b>	Administrative Assistant
<b>Place of employment</b>	Seville (ES)
<b>Indicative basic salary</b>	3028,92 - 3877,46 € (applicable as of 1 <sup>st</sup> of July 2022) For more detailed information please consult: <a href="#">Working Conditions</a> .

#### **WE ARE**

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The [Joint Research Centre \(JRC\)](#) provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

The current vacancy is with Unit B7 of the Directorate for Fair and Sustainable Economy. Unit B.7 develops and implements the Partnerships for Regional Innovation as a new policy framework for innovation driven territorial transformation towards sustainability. It analyses the socio-economic effects of globalization in the EU economy based on input-output economic analyses with high sectorial and geographical resolution. It monitors and evaluates the impact of EU policies and funding programmes through the territorial dimension (RRF, HE, ERDF, EIB, ESF, etc.) and the interplay between territories and economic sectors using mainly macro-economic models and econometric analysis. The Unit supports with economic analysis and modelling tools the European Semester for economic coordination, and the implementation of the Recovery and Resilience Facility.

We offer the jobholder the possibility to work in a family-friendly and dynamic working environment with a variety of nationalities from the European Union and some specific third country nationals.

The jobholder will enjoy an interesting and challenging position with plenty of opportunities for training and acquiring new skills and competencies. The working conditions are flexible with the possibility of partially telework, which helps in balancing work and personal life.

#### **WE PROPOSE**

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The jobholder will work as an administrative assistant providing support to the different projects and teams in B7 unit.



The main tasks will be:

- Assistance and follow up of administrative arrangements and third party contracts
- Preparation and follow up of deliverables and other documentation
- Quality checks of files
- Take care of expenditure files: proposal, preparatory work, monitoring execution, certify correctness for payment operations
- Document data management: registration of documents, filing plan.
- Administrative support: check of mission requests and statement of expenses, follow up of mission budget, organisation of meetings, take notes, and general secretarial tasks.

## **WE LOOK FOR**

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We are looking for a motivated and dynamic person able to learn and to adapt to the EC environment of work.

The successful candidate must have a job-related experience of at least 3 years. S/he should be able to work as part of a team, but is also expected to work autonomously. S/he must be dynamic, well organised, and able to take initiative and have a service-minded attitude. Excellent written and spoken knowledge of English is essential, as well as mastering the main informatics tools like word, excel, PowerPoint, outlook. Good knowledge of Spanish and/or French is an additional asset.

## **HOW TO APPLY**

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If you are **already on a valid CAST FG III reserve list**, or you **have already applied to the call below**, you can directly submit your application at <http://recruitment.jrc.ec.europa.eu/?type=AX>.

If not, before applying to this position, **you must register** for:

- the [Call for Expressions of Interest | EU Careers \(europa.eu\)](http://europa.eu) (CAST Permanent FG III), which is used by a wide range of organisations (institutions, bodies, offices and agencies of the European Union)

Note that the call above has minimum eligibility requirements and a selection test.

*The JRC cultivates a workplace based on respect for other people and the environment, and embraces non-discriminatory practices and equality of opportunity. In case of equal merit, preference will be given to the gender in minority.*