EUROPEAN COMMISSION
Job Description Form

Job description version 2 (Approved)
Job description version 420477 in NEAR.R.1
Valid from 01/09/2024 until

<table>
<thead>
<tr>
<th>Job Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Job Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>CONTRACT AGENT FGII</td>
</tr>
<tr>
<td>Job title</td>
</tr>
<tr>
<td>Document Management Agent - Records Management</td>
</tr>
<tr>
<td>Domains</td>
</tr>
<tr>
<td>Generic domain</td>
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<tr>
<td>EXTERNAL RELATIONS</td>
</tr>
<tr>
<td>Intermediate domain</td>
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<tr>
<td>Specific domain</td>
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<tr>
<td>INFORMATION and DOCUMENT MANAGEMENT</td>
</tr>
<tr>
<td>Sensitive job</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Overall purpose</td>
</tr>
<tr>
<td>To manage the receipt, assignment, registration, distribution, filing and archiving of DG NEAR document workflow.</td>
</tr>
</tbody>
</table>

Legal disclaimer
Functions and duties

+ INFORMATION and DOCUMENT MANAGEMENT
  • Attribution and registration of registered paper mail received in DG NEAR
  • Management of the NEAR ARES functional mailboxes
  • Validation of ARES external entities
  • Assignment of Director’s General received documents
  • Back-up for the coordination of President’s and Vice President’s mail received in DG NEAR

+ INFORMATION and DOCUMENT MANAGEMENT
  • Creation and update of DG NEAR official files in NOMCOM
  • Management of the request for archives from DG NEAR central archives and from the Historical archives
  • Contribute to the DG’s annual document and file management exercises: unfiled documents, closure of files, creation of annual files, management of virtual entities, etc.
  • Contribute to various tasks and projects in line with the needs of the Unit, the directorate or the DG, as guided by the DG’s political priorities.

Job requirements

Experience

+ ACCOUNTING, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
  Job-Related experience: at least 2 years
  Qualifier: desirable

Languages

<table>
<thead>
<tr>
<th></th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
</tr>
</tbody>
</table>

Knowledge

• BUDGET, FINANCE, CONTRACTS and ACCOUNTING
  □ PROCUREMENT and CONTRACT MANAGEMENT
    □ Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters

• INFORMATION and DOCUMENT MANAGEMENT
  □ DOCUMENT MANAGEMENT
    □ Filing and recording
    □ Manual and electronic management of records, files and documents
    □ Rules and procedures relating to document management within the Institution
    □ eDomec policy
    □ TREATMENT of CLASSIFIED or SENSITIVE INFORMATION
    □ EU Classified Information (EUCI) management
  □ LIBRARIES and ARCHIVES
    □ Archiving and filing systems management

• IT TOOLS for SPECIFIC APPLICATION AREAS
  □ IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT

• (APPLIED) COMPUTER SCIENCE
  □ IT/APPLICATION LIFECYCLE
Competences

- Communicating
  - Ability to understand and be understood

- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Client orientation

- Prioritising and Organising
  - Capacity to deliver in a structured way
  - Planning capacity

- Resilience
  - Perseverance

- Working with Others
  - Confidentiality
  - Knowledge sharing
  - Sociability skills

- Leadership
  - An awareness of and attentiveness to individual differences

Job Environment

Organisational entity

Presentation of the entity:

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: