



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version291487 in *NEAR.R.1*
Valid from20/06/2018until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Secretary

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Sensitive job

No

Overall purpose

To provide general administrative and secretarial support to the Head of Unit and the team, including document management, internal communication, organisation of meetings, logistic needs and information provision.

Legal disclaimer

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

Functions and duties

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide assistance to the Head of Unit by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and outlook calendar.
- Ensure distribution of tasks, follow-up and respect of deadlines in the group activities (briefings, interservice consultations, parliamentary questions and other assignments). Manage thematic mailboxes and send requested information and documents.
- Take and prepare notes, minutes, routine correspondence, presentations and/or other texts.
- Manage missions (reservations and MIPS), leave requests and other personnel administration formalities (Sysper).
- Maintain the coordination with the Director's secretariat and with the Directorate Units' secretariats on administrative matters.
- Prepare, follow up and encode inter-services consultations (DECIDE).

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Receive and route incoming correspondence, finalise and transmit outgoing correspondence, prepare/copy documents for transmission using archiving software (ARES).
- Create files and retrieve documents making sure that they are filed and secured in accordance with the regulations in force.
- Contribute to administrative quality checks on notes, documents and files for signature.

+ INFORMATION and DOCUMENT MANAGEMENT

- Provide administrative and logistical support for the organisation of internal and external events, room and interpretation reservations (WEBDOR, PRESTO).
- Assist in welcoming and informing outside visitors in accordance with security regulations (e-PASS).

Job requirements

Experience"

Job-Related experience: at least 2 years

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

Knowledge

- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
Administration
Administrative support
SECRETARIAL SUPPORT
- **INFORMATION and DOCUMENT MANAGEMENT**
LIBRARIES and ARCHIVES
Archiving and filing systems management
- **COMMUNICATION and PUBLICATION**
MISSIONS, MEETINGS and VISITS (incl Protocol Service)
Missions, seminars, meetings (budgetary aspects)
Organisation of missions
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools for OFFICE AUTOMATION
Word
IT tools and systems for HRM
MIPS (Missions Integrated Processing System)
Sysper2: General
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares

Competences

- **Communicating**
Ability to understand and be understood
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Conscientiousness
Eye for detail / Accuracy
- **Prioritising and Organising**
Capacity to deliver in a structured way
Coordination skills
- **Working with Others**
Ability to work in a team

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: