



EUROPEAN COMMISSION

Job Description Form

Job description version 9 (*Active*)
Job description version 164952 in NEAR.B.2
Valid from 20/01/2023 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

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

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To carry out secretarial tasks for a unit of 25 colleagues, to provide general administrative support, including document management, internal communication, organisation of meetings, logistic needs and information provision. The contract agent II position will work for the team members and for the Head of Unit (responsibilities shared on a back-up basis among the two secretaries) as well as some of the horizontal tasks.

Legal disclaimer

Functions and duties

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide administration and logistical support for the organisation of internal and external events such as meetings, workshops, conferences and public events.
- Keeps and manage planning of the Head of Unit calendar and agenda on a back-up basis
- Prepare and format notes, minutes, routine correspondence
- Manage information and procedures on missions (MIPS) and missions forecast
- Registration, attribution and filing in ARES incoming/outgoing mail and correspondence. Follow-up and respect of deadlines on ARES.
- Maintain the co-ordination with the Units Secretariat.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Manage information and procedures on holidays, leave and absence records and similar personnel administration formalities
- Provide administrative assistance with recruitments, appraisal reports and / or training plans in coordination with the HR department and 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

+ COMMUNICATION and PUBLICATION

- Facilitate internal communication within the Directorate-General as well as outside the service;
- Assist in welcoming and informing outside visitors in accordance with security regulations;
- Update the unit's organigramme on the web-site, update of diverse HR lists;
- Manage thematic mailboxes or helpdesk services (if any) and send requested information and documents.

+ INFORMATION and DOCUMENT MANAGEMENT

- Manage the incoming correspondence, finalise and transmit outgoing correspondence, prepare/copy documents for transmission;
- Manage the incoming Interservice Consultations in DECIDE and Briefing and Speeches requests in BASIS - Follow up and respect deadlines;
- Create files (including project files) and retrieve documents making sure that they are filled and secured in accordance with the regulations in force;
- Contribute to administrative quality checks on files for signature.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide administration and logistical support for the organisation of internal and external events such as meetings, workshops, conferences and public events. Take minutes during the unit meetings
- Provide support to some of the horizontal tasks of the Unit linked to budget and finance issues

Job requirements

Experience"

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: at least 3 years

Qualifier: essential

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

Knowledge

- **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
IT tools and systems for HRM
MIPS (Missions Integrated Processing System)
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares
IT tools for (INFO)GRAPHICS
Page-layout tools

Competences

- **Communicating**
Ability to understand and be understood
Drafting skills
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
- **Learning and Development**
Flexibility (openness towards new demands, etc.)
- **Prioritising and Organising**
Capacity to deliver in a structured way
- **Resilience**
Stress resistance
- **Working with Others**
Ability to work in a team
Confidentiality
Knowledge sharing
- **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:

Flexibilité pour adapter le rythme de travail aux exigences.

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:**