

Vacancy notice

Contract Agent 3B – Function Group III

Human Resources Management (HRM) Assistant – HRC Team Member in NEAR R.1

Job number: 413965

We are

The mission of DG NEAR is to take forward the EU's neighbourhood and enlargement policies. By implementing assistance actions in the Western Balkans and Türkiye, and in Europe's Eastern and Southern neighbourhood, DG NEAR supports reform and democratic consolidation, and strengthens prosperity, stability and security. DG NEAR promotes EU values, policies and interests, while developing the special relationship of the EU with its neighbouring countries.

Situated within the resources directorate R, unit R1 undertakes all activities relating to the management of human, budgetary, financial and information technology resources. The unit also ensures business continuity, oversees document management and provides security and logistical support. It co-ordinates the strategic planning and programming process and the preparation of reporting at DG level. The unit has 26 staff members split into five teams.

The NEAR HR Business Correspondent's team is composed of six colleagues under the responsibility of the HR Correspondent, who are required to work very closely together as a team and act as back-up for each other when necessary. We act as a proactive and strategic partner for human resources questions in the DG. As such, we identify the DG's HR needs and priorities, which we translate into actions supporting business priorities and workforce needs.

We propose

- An interesting and challenging post as Human Resources Management Assistant in the HRC team.
- A varied and diverse portfolio covering human resources management tasks, communication and internal event management, procurement and contract management and document management.
- The opportunity to contribute to advising on strategic HR issues for the DG.
- The prospect to develop thematic expertise in HR related areas.
- A very dynamic and ever evolving work environment with many opportunities for personal development.

We look for

A dynamic, self-starting team player willing to get involved in a varied portfolio.

Essential skills / experience

- Knowledge of and experience in human resources management (ideally in a public sector context)
- Event management

- Excellent organisational skills
- Service orientation and client focus
- A accrued sense for discretion and confidentiality

The following are considered an asset:

- Knowledge of and experience with the EU Financial Regulation applying to procurement and the EU's document management tools
- Good command of relevant IT tools related to the function
- Relevant working experience in the Commission and/or EU Delegations

Only FG IV and FG III contract agents in the Commission, candidates from the FG IV and FG III EPSO CAST valid reserve list or candidates registered as FG IV and FG III in the EPSO CAST database may apply.

Interested candidates should send their CVs in the EUROPASS format (<https://europa.eu/europass/en/create-europass-cv>) & a letter of motivation (max. 1 page) to the following mailbox:

NEAR-R1@ec.europa.eu

Subject matter: APPLICATION [NAME / SURNAME] for POST 413965

Deadline for application: 16 January 2023



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version413965 in *NEAR.R.1*
Valid from21/12/2022until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

HRM Assistant

Domains

Generic domain

HUMAN RESOURCES MANAGEMENT

Intermediate domain

Specific domain

WORKING CONDITIONS

Sensitive job

No

Overall purpose

Under the supervision of an official contribute to the work of the HRC team, assisting notably with HR processes and procedures, event management, procurement and internal communication.

Legal disclaimer

Functions and duties

+ HUMAN RESOURCES MANAGEMENT

- Support the HRC team on processes and procedures notably the implementation of the HR Strategy and Actions Plans.
- Assist with Human Resources processes in NEAR such as selection and recruitment, learning and development, appraisal and promotion.
- Assist with ad-hoc tasks in the field of HR as needs arise in the team, notably in connection with the recent reorganisation of the HR implementation model .

+ INTERNAL COMMUNICATION (general)

- Assist with planning, organisation and implementation of HR related events, meetings, conferences and seminars.
- Plan and implement event logistics and assist with IT related issues.
- Liaise with external providers, trainers, facilitators.
- Assist with reporting on events.

+ PROCUREMENT and CONTRACT MANAGEMENT

- Assist with contract award procedures through framework contracts or direct procurement, including drawing up of contracts and contract amendments.
- Monitor financial expenditure as reported in cost statements and provide reasonable assurance that claimed costs correspond to the work accomplished.

+ INFORMATION and DOCUMENT MANAGEMENT

- Support the team with document management tasks.
- Assist with management of HR related files in ARES.
- Assist with the management of HR related correspondence.

Job requirements

Experience"

+ HUMAN CAPITAL, CAREER DEVELOPMENT and MOBILITY, HUMAN RESOURCES MANAGEMENT

Job-Related experience:at least 1 year

Qualifier:desirable

Note that the item refers to the experience needed for this specific job without prejudice to the minimum experience required in open competitions for eligibility for similar jobs.

Languages

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

Knowledge

- **HUMAN RESOURCES MANAGEMENT**
Moral and ethical responsibilities linked to human resource management
- **INFORMATION and DOCUMENT MANAGEMENT**
DOCUMENT MANAGEMENT
Manual and electronic management of records, files and documents
MAIL HANDLING
Mail processing and distribution
- **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
Word
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares

Competences

- **Communicating**
Ability to understand and be understood
Drafting skills
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Capacity to act upon problems
Client orientation
- **Prioritising and Organising**
Capacity to deliver in a structured way
- **Resilience**
Stress resistance
- **Working with Others**
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: