

## **VACANCY NOTICE**

**Job ID: 198632**

**Administrative agent - DG NEAR A.2: Rule of Law, Governance and Security**

**Job available from: as soon as possible**

### **We are**

The mission of the Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR) is to take forward the EU's neighbourhood and enlargement policies. Unit A2 is responsible for the coordination and provision of thematic expertise and support to all geographical and horizontal Units in DG NEAR in the field of rule of law, governance and security. This includes justice reform and the fight against corruption and organised crime, human rights and fundamental freedoms, including gender equality, democracy, civil society, public administration reform and public financial management as well as security issues terrorism/violent extremism, cybercrime, cyber security, and crisis/conflict prevention.

Support focuses on policy design and policy development for the DG, advice on the identification, formulation and implementation of programming of bilateral, regional and thematic financial assistance, including acting as NEAR entry point for the thematic programmes under NDICI on human rights and democracy, civil society and peace, stability and conflict prevention. The unit acts as focal point in the DG in the areas of its competence, representing the DG at relevant Inter-service Groups / Inter-service consultations and meetings & events including coordination of relations with key stakeholders (Council of Europe, OSCE, Europol, NATO, etc). The unit also hosts chapter desk functions in the accession negotiations (chapters 23: judiciary and fundamental rights, 24: justice, freedom and security, 5: public procurement, 16 taxation & 32: financial control).

The unit consists of 23 staff in four teams: Rule of Law and Democracy, Human Rights and Civil Society, Security and Peace, and Public Administration Reform.

### **We propose**

- A dynamic, friendly, multi-cultural and motivating work environment
- A varied job carried out in cooperation with a wide range of partners inside/outside the EU;
- Exposure to thematic issues central to the EU's relations with the countries covered by DG NEAR with scope to develop specific knowledge in these fields;
- A full set of learning and training opportunities targeted to the needs of the job.

### **We are looking for**

A dynamic and flexible colleague as an administrative agent in a stable and friendly environment.

Main tasks will include:

- Providing administrative support to the Head of Unit and team, including managing the functional mailbox and outlook calendar.
- Acting as focal point for "knowledge management" in the unit, ensuring that unit internal

knowledge is made available within the unit, to other units of the DG and other internal stakeholders in a structured, up-to-date and easily accessible manner; Filing and archiving.

- Preparing and keeping up-to-date overviews of financial assistance provided by the Commission in the thematic areas of the unit, including through use of relevant databases, in particular OPSYS.
- Recording and routing incoming correspondence and requests, and ensuring appropriate follow-up and respect of deadlines, including overseeing attribution, screening and drafting responses and giving general information to callers/e-mailers.
- Ensuring distribution of tasks, follow-up and respect of deadlines in the unit's activities (briefings, parliamentary questions, launching of and replies to Inter-Service Consultations and other assignments).
- Follow the administrative flow of preparation and adoption of notes and documents by the unit; and assist in the preparation of the files from the administrative point of view.
- Prepare missions for the unit members (reservations, mission organisation).
- Replace when needed other assistants in the Unit.

The successful candidate will have:

- at least 1 year of job-related experience eg in an administrative function or personal assistant
- previous experience in the Commission and familiarity with its administrative procedures
- excellent organisational and planning skills and high sense of responsibility, initiative, discretion and reliability
- solid communication skills and sense of team spirit
- ability to organise his/her work independently, pay attention to detail, and adjust to fast-changing priorities
- good basic computer skills (Word, Excel, Outlook).
- familiarity with the main IT tools and applications used for document handling and administrative support in the Commission (Ares, MIPS, Sysper, DECIDE, Basis, etc.)
- High-level command of English, written and oral. Working knowledge of French would be an asset.
- Knowledge of CRIS/OPSYS would be an asset.
- Some experience and understanding of the thematic fields covered by the Unit would be an advantage.

### How to apply

FG II contract agents in the Commission, candidates from an FG II EPSO CAST or candidates at least registered as FG II in the EPSO database may apply. Candidates who successfully passed other EPSO tests for higher grades may also apply. However, if selected, they will be offered a FG II contract.

Interested candidates should send their CVs & a short letter of motivation to the following mailbox: NEAR-A2@ec.europa.eu.

Contacts: Allan JONES, NEAR A2 (+3222952211)

Deadline: 22/05/2023



## EUROPEAN COMMISSION

### Job Description Form

Job description version 7 (*Central HR validation*)

Job description version 198632 in NEAR.A.2

Valid from until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGII

**Job title**

Administrative Agent

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

**Sensitive job**

No

**Overall purpose**

Administrative agent to assist the Head of Unit and support the team in the coordination of the unit activities including follow up of the administrative procedures, management of communications, information, documents, meetings, personnel administration and logistic needs; act as focal point for the unit's „knowledge management“, including mapping of thematic financial assistance to NEAR countries.

**Legal disclaimer**

## **Functions and duties**

### **+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**

- *Provide assistance to the Head of Unit in the management of the unit by maintaining the diary, responding to general inquiries and managing the e-mail exchange and outlook calendar.*
- *Coordinate with secretariat colleagues in order to assure the smooth functioning of the unit and quality of the administrative work.*
- *Supervise the unit's workflow (ARES) and ensure that incoming messages are attributed, followed up and that deadlines are respected.*
- *Ensure appointment, documentation and follow up to the unit's internal meetings.*
- *Coordinate the creation, keeping up to date and retrieval of dossiers, documents and data in the appropriate files or IT databases.*
- *Supervise the preparation of briefing files in BASIS, speeches, etc. for the Cabinet, the Director General, Director or Head of Unit.*

### **+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**

- *Ensure follow-up and respect of deadlines in the group activities.*
- *Take, transcribe and prepare notes, minutes, routine correspondence, presentations and / or other texts.*
- *Manage information and procedures on missions (MIPS), holidays, leave and absence records (SYSPER) and similar personnel administration formalities.*
- *Maintain the coordination with the unit's secretariat on administrative matters.*
- *Prepare, introduce and co-ordinate launching of any replies to Inter Service Consultations in DECIDE.*
- *Provide support for the organisation, budgetary requests and reporting of meetings, including reservation of rooms, checking / sending agenda, compilation of handouts, reception and security arrangements and follow-up of minutes.*

### **+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**

- *Record and route incoming correspondence, finalise and transmit outgoing correspondence, using archiving software (Ares) whenever necessary and ensure incoming messages are attributed, followed up and deadlines respected.*
- *Co-ordinate the creation, keeping up to date and retrieval of dossiers, documents and data in the appropriate files or IT databases, making sure that they are filed and secured in accordance with the regulations in force.*
- *Coordinate and contribute to administrative quality checks on files for signature.*
- *Follow up administrative arrangements relating to the recruitment and arrival of new officials.*
- *Coach unit staff as required on administrative procedures, organisational structure and use of internal tools.*
- *Provide administrative assistance with job descriptions, appraisal reports and / or training plans.*

### **+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**

- *Focal point for knowledge management in the unit. Based on input from the thematic teams, ensure that unit internal knowledge is made available within the unit, and to the other units of the DG and other internal stakeholders in a structured, up-to-date and easily accessible manner, in particular through dedicated team pages on MyIntracomm.*
- *Prepare and keep up-to-date overviews of financial assistance provided by the Commission in the thematic areas of the unit, including thorough use of relevant databases, in particular OPSYS.*

## Job requirements

### Experience"

#### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: at least 1 year

Qualifier: essential

### Languages

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

### Knowledge

- **HUMAN RESOURCES MANAGEMENT**  
WORKING CONDITIONS  
Leave and absence 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**  
INTERNAL COMMUNICATION (general)  
Internal communication practices  
MISSIONS, MEETINGS and VISITS (incl Protocol Service)  
Meetings logistics  
CONFERENCES and EVENTS  
Conferences, exhibitions, meetings  
Organisation of meetings and conferences  
PRINTING and PAPER PUBLISHING  
Quality standards for paper and electronic publications
- **IT TOOLS for SPECIFIC APPLICATION AREAS**  
IT tools for OFFICE AUTOMATION  
Functional mailboxes  
Outlook  
Powerpoint  
Word  
IT tools and systems for HRM  
MIPS (Missions Integrated Processing System)  
Sysper2: Time Management / FlexiTime  
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT  
Ares  
IT tools and systems for COMMUNICATION and PUBLICATION  
Intranet management
- **INSTITUTION-LEVEL COORDINATION and CONSULTATION**  
INTER-SERVICE COORDINATION and CONSULTATION  
Inter-service consultations and their procedures
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**  
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS  
Commission services and their structure

## **Competences**

- *Communicating*  
*Drafting skills*
- *Delivering Quality and Results*  
*Ability to identify user's needs*  
*Ability to work in a proactive and autonomous way*  
*Accountability*
- *Learning and Development*  
*Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Coordination skills*
- *Resilience*  
*Stress resistance*
- *Working with Others*  
*Ability to work in a team*  
*Confidentiality*  
*Knowledge sharing*
- *Leadership*  
*Capacity to allocate tasks and organise work*  
*Capacity to plan and manage resources*

<b>Job Environment</b>
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### **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:*