

**Vacancy notice NEAR C3**  
**Job description type: Administrative Assistant - Secretary to the Unit**  
Contract Agent Function Group II

**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. This includes providing assistance to the countries covered by these policies to enable them to carry out the necessary reforms and to strengthen their basis for sustainable growth.

In this context, DG NEAR's Institution Building Unit (NEAR/C3) supports institutional capacity building of partner countries and beneficiaries by facilitating technical support and concrete expertise from EU Member State officials. Via its unique instruments TAIEX and Twinning, C3 provides short and long-term peer-to-peer experience and best practices exchanges, and assists in transposing and implementing the EU acquis and standards. Under TAIEX, C3 is responsible for the short-term organisation of workshops, study visits and expert missions. Twinning aims to provide support for the transposition and implementation or enforcement of the EU legislation in the partner or beneficiary administrations.

**We look for**

We are looking for a dynamic, pro-active and motivated colleague with excellent planning, organisational and communication skills and at least 2 years of experience as a personal assistant and/or executive secretary. Previous experience in the Commission and familiarity with its administrative procedures would be highly desirable. The position requires discretion, team spirit, initiative, flexibility and reliability. We seek a candidate who can organise his/her work independently, pays attention to detail, and has the ability to adjust to fast-changing priorities. The successful candidate would be expected to have good basic computer skills (Word, Excel, Outlook).

Familiarity with the main software applications used for document handling and administrative support within the Commission (Ares, MIPS, Sysper, DECIDE, Basis, Webdor etc.) would be an asset.

Proficiency in English is essential. Good knowledge of French would be an asset.

**We propose**

- a multi-cultural, dynamic, young and motivating working environment
- a job carried out in cooperation with a wide range of partners inside/outside the EU
- a full set of learning and training opportunities targeted to the needs of the job

**Only FG II, III or IV contract agents in the Commission or candidates having completed and validated their application on a FG II, III or IV EPSO CAST may apply.**

Interested candidates should send their CVs & a short letter of motivation (max. 1 page) to the following mailbox: [NEAR-C3@ec.europa.eu](mailto:NEAR-C3@ec.europa.eu)

**Deadline for application: 10 days publication**



## EUROPEAN COMMISSION

### Job Description Form

Job description *NEAR.C.3*

#### **Job Profile**

##### ***Position***

CONTRACT AGENT FGII

##### ***Job title***

Secretary to the Unit

##### ***Domains***

###### **Generic domain**

PRE-ACCESSION and ENLARGEMENT

###### **Intermediate**

###### **domain Specific**

###### **domain**

##### ***Overall purpose***

Provide secretarial and administrative support to the Unit

### OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Ensure the follow-up of Head of Unit's decisions*
- *Monitor deadlines and workflow*
- *Filter and prioritise files submitted to the Head of Unit*
- *Supervise the echeancier and ensure attribution and follow up of the incoming mail*
- *Ensure follow-up of correspondence including: ARES attributions*
- *Follow-up of screen replies, draft notes, letters, etc.*
- *Organise and follow-up meetings and related networks*
- *Provide logistical support for the organisation of meetings: reserving rooms, compiling working documents, liaising with participants etc.*
- *Administrative support for the Twinning team*

### INFORMATION and DOCUMENT MANAGEMENT - Document management

- *Record and route incoming correspondence, finalise and transmit outgoing correspondence, using archiving software (ARES)*
- *Coordinate the storage (electronic and physical), reproduction, translation, circulation and retrieval of documents, making sure that they are filed and secured in accordance with the regulations in force*
- *Assist coordination of briefing files, internal and external notes, replies to the inter-service consultations*
- *Coordinate and contribute to administrative quality checks on files for signature*

### **Job requirements**

#### **Experience**

Job-Related experience: at least 2 years Qualifier: desirable

#### **Languages**

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

## **Knowledge**

### *BUILDINGS and SUPPLIES (incl logistics)*

- *BUILDING POLICY and FINANCIAL MANAGEMENT*
- *Rules and procedures concerning Commission buildings and infrastructure*
- *HUMAN RESOURCE MANAGEMENT*
- *WORKING CONDITIONS*
- *Missions and holidays*
- *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*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
- *IT tools for OFFICE AUTOMATION*
- *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*
- *IT Tools*
- *DG- or SERVICE-INTERNAL MANAGEMENT and COORDINATION*
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- *Organisation chart, missions and mandates*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
- *EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
- *Commission services and their structure*

## **Competences**

- *Analysing and Problem Solving*
- *Capacity to analyse and structure information*
- *Communicating*
- *Ability to communicate in meetings*
- *Ability to understand and be understood*
- *Drafting skills*
- *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*
  - *Planning capacity*
  - *Coordination skills*
- *Resilience*
  - *Stress resistance*
- *Working with Others*
  - *Ability to work in a team*
  - *Sociability skills*
  - *Confidentiality*