

## **Vacancy notice NEAR D.2**

### **Job description type: Secretary - Administrative Assistant**

Contract Agent Function Group II, Job no. 264529

#### **We are**

Within the Directorate General for Neighbourhood and Enlargement Negotiations, the mission of the unit is to effectively manage bilateral relations between the EU and Montenegro, and the EU and Serbia, encourage their EU integration process and guide and monitor developments, in close co-operation with the EU Delegations in Podgorica and Belgrade. This includes monitoring the reform process in the countries, managing the implementation of their Stabilisation and Association Agreements, preparing annual Progress Reports, representing the Commission in Council working groups and other bodies, and programming and supervising the implementation of pre-accession financial assistance. The unit works in close cooperation with the EU Delegations in Belgrade and Podgorica. Team members are dynamic, friendly and committed and there is an excellent team spirit.

#### **We propose**

A dynamic, challenging and friendly work environment focusing on EU's relations with Montenegro and Serbia. A position for an efficient and motivated assistant to the Unit, providing administrative support such as processing mail, maintaining agendas, organising missions and meetings, preparing documents for approval and ensuring the follow-up of deadlines. The detailed description of the post can be found in the attached job description. The selected candidate will act as a back-up to the assistant to the Head of Unit when necessary and provide horizontal support within the Directorate if needed.

#### **We look for**

A very well organised and enthusiastic colleague with a good sense of humour who is willing to take initiative. The ideal candidate should have good coordination, organisational and communication skills. S/he must have the ability to work independently and as part of a team.

The successful candidate will have:

- at least one (1) year of experience as an executive secretary or personal assistant
- 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 fastchanging priorities
- good basic computer skills (Word, Excel, Outlook)
- previous experience in the Commission and familiarity with its administrative procedures, IT tools and applications used for document handling and administrative support in the Commission (Ares, MIPS, Sysper, DECIDE, Basis, etc.) would be an asset
- high-level command of English, written and oral. Working knowledge of French would be an asset.

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

**How to apply**

Interested candidates should send their CVs & a short letter of motivation to the functional mailbox: **NEAR-D2@ec.europa.eu** to the attention of Mrs Cindy van den Boogert, Deputy Head of D.2 unit.

**Please indicate: If you have passed CAST (your tested number) or have applied (your candidate number) or EU CV Online candidate number.**

**Deadline for application: 10/05/2023**



## EUROPEAN COMMISSION

### Job Description Form

Job description version4 (*Active*)  
Job description version264529 in *NEAR.D.2*  
Valid from17/04/2023until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGII

**Job title**

Secretary - to the Team

**Domains**

**Generic domain**

PRE-ACCESSION and ENLARGEMENT

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Provide general administrative and secretarial support to the Montenegro, Serbia unit.

**Legal disclaimer**

## Functions and duties

### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide administrative assistance with the management of the secretariat by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing unit's functional mailbox including briefing assignments coordination (BASIS).
- Prepare notes, minutes, routine correspondence, presentations and other texts that are needed. Organise and prepare briefing files for meetings, conference and committees.
- Draft, type, verify layout and check quality of documents presented for signature.
- Ensure follow-up and respect of deadlines of replies requested in the unit.
- Maintain the co-ordination within the unit secretariat by maintaining unit's calendar and forward planning up to date.
- TAIEX contact point.

### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide logistical support for organisation of missions (MIPS), meetings/committees including reservation of rooms (WEBDOR), reception and security arrangements (CARES, V-Pass) and follow-up of minutes.
- Prepare, co-ordinate and introduce replies to inter-service consultations, parliamentary questions, briefing and speeches requests.

### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Correctly apply the Commission's document management rules to the documents for which the official is responsible, following the instructions of the HoU and with the help of the DMO correspondent of the unit, ensure in particular the correct registration and filing of these documents.
- Ensure access to documents and files (both paper and electronic) concerning the activities of the Commission services, taking into account of the relevant provisions concerning security and data protection.
- Ensure description of documents and files (both paper and electronic) on computerised systems and their appraisal.
- Secure physical protection, conservation and transfer of documents, records and files (both paper and electronic).

## Job requirements

### Experience"

### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: at least 2 years

Qualifier: an advantage

### Languages

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

## **Knowledge**

- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*  
*ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*  
*Office administration*
- *HUMAN RESOURCES MANAGEMENT*  
*REMUNERATION, RIGHTS and OBLIGATIONS*  
*Code of good conduct*  
*WORKING CONDITIONS*  
*Leave and absence management*
- *INFORMATION and DOCUMENT MANAGEMENT*  
*DOCUMENT MANAGEMENT*  
*Filing and recording*  
*LIBRARIES and ARCHIVES*  
*ARCHIVING*  
*Archive classification and filing systems*  
*Manual and electronic management of registration, folders and documents*  
*MAIL HANDLING*  
*Registration of mail and documents*  
*Mail processing and distribution*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools and systems for LEGISLATION*  
*LegisWrite*  
*IT tools for OFFICE AUTOMATION*  
*Eurolook*  
*Excel*  
*MS Office applications*  
*Outlook*  
*Powerpoint*  
*Word*  
*IT tools and systems for HRM*  
*MIPS (Missions Integrated Processing System)*  
*IT tools and systems for TRANSLATION SUPPORT*  
*Poetry*  
*IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*  
*Ares*
- *INSTITUTION-LEVEL COORDINATION and CONSULTATION*  
*INTER-SERVICE COORDINATION and CONSULTATION*  
*Inter-service consultations and their procedures*
- *INTER-INSTITUTIONAL RELATIONS*  
*Administrative rules and procedures of the institutions of the European Communities*  
*Committee meetings in EU Institutions*  
*Written procedures in EU Institutions*  
*Handling and follow-up of replies to parliamentary questions*

## Competences

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

## 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:*