



EUROPEAN COMMISSION

Job Description Form

Job description versions (*Active*)
Job description version 174471 in FPI.3
Valid from 09/02/2022 until

Job Holder _____

Name

Job Profile _____

Position

CONTRACT AGENT FGII

Job title

Secretary - administration

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To provide administrative support to the Unit in ensuring a smooth functioning of the unit, in particular by carrying out general secretarial and administrative tasks relying on IT platforms used by the Commission (ARES, Decide, MIPS, Poetry, Sysper, M365 etc) and by supporting the overall coordination and timely delivery of outputs of the various teams of the Unit. To act as a polyvalent and proactive assistant within the unit in close coordination with the assistant to the Head of Unit. Following previous consultation with FPI.3 HoU, support and ensure back-up, especially in times of peak workload, for specific processes and provide punctual assistance related to one or more specialised tasks that are common to several FPI units, such as legislative coordination, briefing coordination, HR support, finance and contracts.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Carry out various administrative tasks such as agenda-keeping, filtering of telephone calls and filing
- Open/register/filter incoming mail and route mail to appropriate staff members
- Manage missions (reservations and encoding in MIPS)
- Filter and distribute messages through RUEX
- Update the unit intranet

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Record incoming and outgoing correspondence using archiving software (ARES)
- Manage file attribution lists under authority of HoU
- Manage general archive system of unit under authority of HoU

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide logistical support for the organisation of meetings: reserving rooms, compiling folders of working documents, and follow-up

+ HORIZONTAL COORDINATION

- Act as back up for the assistant of the Head of Unit

+ INSTITUTION DECISION-MAKING MANAGEMENT and SUPPORT

- Launch and answer inter-service consultations in the project/s domain (DECIDE)
- Handling of sub delegation procedures in DECIDE
- Creating/converting Word documents in LegisWrite

+ INFORMATION and DOCUMENT MANAGEMENT

- Act as e-Domec correspondent for the unit to the DG's Document Management Officer (DMO) : Ensure the implementation of the e-Domec rules and concepts concerning in particular registration, filing, conservation and transfers of documents (both paper and electronic) in conjunction with the DMO (in his/her capacity of e-Domec correspondent for the DG)
- Manage the unit's filing system in NomCom; creating and closing files

Job requirements

Experience"

+ SECRETARIAL SUPPORT

Job-Related experience: at least 2 years
Qualifier: essential
as secretary/assistant

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C2	C2	C2	C2	C2

Knowledge

- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
 - ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
 - Office administration
 - Administrative rules and procedures of the Institution
 - SECRETARIAL SUPPORT
 - Secretarial methods and techniques
- COMMUNICATION and PUBLICATION
 - MISSIONS, MEETINGS and VISITS (incl Protocol Service)
 - Missions, seminars, meetings (budgetary aspects)
- IT TOOLS for SPECIFIC APPLICATION AREAS

- *IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - *ABAC Accounting*
- *IT tools for OFFICE AUTOMATION*
 - *Excel*
 - *Word*
- *IT tools and systems for HRM*
- *IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*
 - *Ares*
- *IT tools and systems for COMMUNICATION and PUBLICATION*
 - *Intranet*
- *IT tools for WEB SYSTEMS and APPLICATIONS*
 - *FrontPage (web editor)*
- *IT tools and systems for INTERSERVICE CONSULTATION and COORDINATION*

Competences

- *Communicating*
 - *Ability to understand and be understood*
- *Delivering Quality and Results*
 - *Ability to identify user's needs*
 - *Ability to work in a proactive and autonomous way*
 - *Accountability*
 - *Client orientation*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Ability to work in a team*
 - *Knowledge sharing*

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: