



## EUROPEAN COMMISSION

### Job Description Form

Job description version6 (*Local HR validation*)

Job description version239833 in *FPI.4*

Valid fromuntil

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGII

**Job title**

Secretary - to the Unit

**Domains**

**Generic domain**

EU FOREIGN RELATIONS (excl Security and Defence)

**Intermediate domain**

**Specific domain**

EXTERNAL RELATIONS

**Sensitive job**

No

**Overall purpose**

To provide administrative support to the functioning of the unit, to also serve as part of a pool of specialist assistants for the Service as a whole. In addition to assisting with standard Commission procedures and tools (ARES, MIPS, MS Office, Sysper) for the unit, they would provide punctual assistance related to one or more specialised tasks that are common to several FPI units, e.g. but not exclusively, legislative coordination, briefing coordination, HR support, finance and contracts, etc.

## Functions and duties

### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide administrative support to the Unit in the coordination of communication actions, information and document management.
- Manage Outlook Inbox of the HoU as back-up by forwarding emails to relevant colleagues within the Unit. Take, transcribe, prepare and finalise notes, compose and type routine correspondence. Preparation of meetings and distribution of information.
- Carry out various administrative tasks such as diary-keeping, filtering telephone calls, taking messages, filing and securing office supplies and IT tools.
- Prepare and manage missions (MIPS).
- Manage absences, presences records and similar personnel administration formalities (Sysper).

### + INTER-INSTITUTIONAL RELATIONS

- Liaise with interlocutors (translation service, SG, cabinets, INTPA legislative correspondents) and the FPI team members in order to enable a fast adoption of regulations and decisions.
- Preparation of files for adoption by the Commission (including proofreading and formatting – Legiswrite – of legislative texts).
- Preparation and follow-up of decisional procedures in cooperation with the legislative coordinator in DG INTPA (using Cisnet/Egreffe/Decide).

## Job requirements

### Experience"

#### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: at least 2 years

Qualifier: essential

Experience of working within the Commission is a strong asset.

#### + INFORMATION and DOCUMENT MANAGEMENT

Job-Related experience: at least 1 year

Qualifier: desirable

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

## **Knowledge**

- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**  
*Office administration*
- **ADMINISTRATIVE ASSISTANCE**
- **HUMAN RESOURCES MANAGEMENT**  
*Personnel administration*
- **WORKING CONDITIONS**  
*Leave and absence management*
- **INFORMATION and DOCUMENT MANAGEMENT**  
**DOCUMENT MANAGEMENT**  
*Filing and recording*  
*Manual and electronic management of records, files and documents*  
*Document workflow management*
- **MAIL HANDLING**  
*Registration of mail and documents*  
*Mail processing and distribution*
- **COMMUNICATION and PUBLICATION**  
**CONFERENCES and EVENTS**  
*Organisation of meetings and conferences*
- **INSTITUTION-LEVEL COORDINATION and CONSULTATION**  
**INTER-SERVICE COORDINATION and CONSULTATION**  
*Inter-service consultations and their procedures*

## **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*
- **Prioritising and Organising**  
*Capacity to deliver in a structured way*  
*Coordination skills*  
*Planning capacity*
- **Resilience**
- **Working with Others**  
*Ability to work in a team*

<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:*