



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version432936 in *FPI.5*
Valid from01/01/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Administrative Assistant - Secretary to the Unit

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, with a specific focus on EPF related matters. To act as a polyvalent and proactive assistant within the unit in close coordination with the other assistant to the Unit. 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
- Prepare missions (reservations and encoding in MIPS).
- Keep an overview and monitor access rights to the functional mailboxes managed by the Unit and of the access rights to specific mailboxes and folders on the common drive

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Record incoming and outgoing correspondence using archiving software (ARES)
- Follow-up of incoming and outgoing mail.
- Manage the coherence of the unit's general archive system in close cooperation with colleagues in the Unit, contributing with suggestions for updates where necessary
- Ensure that incoming messages and documents are attributed and followed up and that deadlines are respected.

+ INFORMATION and DOCUMENT MANAGEMENT

- Record incoming and outgoing correspondence using archiving software.
- Contribute to the design of powerpoint or other visual presentations
- Handle translation requests
- Collect and prepare material for briefings, files, meetings.
- Co-ordinate the storage, reproduction, translation, circulation and retrieval of documents, making sure that they are filed and secured in accordance with the regulations in force.
- Contribute to administrative quality checks on files for signature.

+ HORIZONTAL COORDINATION

- Act as back up for the other assistant to the Unit, ensuring business continuity at all times
- Keep track of various requests and assignments falling under the remit of FPI.5 with specific focus on EPF matters
- Ensure circulation of information between various sections.
- Carry out any administrative tasks relating to the performance of activities, such as travel management, time management, planning, follow-up and regular reporting of activities.
- take part in the preparation of meetings and seminars, in the follow-up of meetings, in drawing up of minutes and reports
- Contribute to the organisation of social activities in the unit

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide logistical support for the organisation of meetings: reserving rooms, compiling folders of working documents, and follow-up.
- Answer, filter and transfer telephone calls and give general information to callers.
- File and order office supplies.
- Help to prepare briefing files for committees, conferences and other meetings.

+ INSTITUTION DECISION-MAKING MANAGEMENT and SUPPORT

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

+ SELECTION and RECRUITMENT

- Assist with recruitment procedures.

Job requirements

Experience"

+ SECRETARIAL SUPPORT

Job-Related experience:at least 2 years

Qualifier:essential

Experience of working within the Commission is a strong asset.

Languages

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

Knowledge

- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
 - Administration*
 - Administrative support*
 - ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
 - Office administration*
 - Administrative rules and procedures of the Institution*
 - SECRETARIAL SUPPORT*
 - Secretarial methods and techniques*
- *INFORMATION and DOCUMENT MANAGEMENT*
 - DOCUMENT MANAGEMENT*
 - Rules and procedures relating to document management within the Institution*
- *COMMUNICATION and PUBLICATION*
 - MISSIONS, MEETINGS and VISITS (incl Protocol Service)*
 - Missions, seminars, meetings (budgetary aspects)*
 - Meetings logistics*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - IT tools and systems for LEGISLATION*
 - LegisWrite*
 - IT tools for OFFICE AUTOMATION*
 - Excel*
 - MS Office applications*
 - Powerpoint*
 - Word*
 - IT tools and systems for HRM*
 - IT tools and systems for INTERPRETATION and CONFERENCE SUPPORT*
 - Webdor*
 - IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*
 - Ares*
 - CIRCA system/applications*
 - IT tools and systems for COMMUNICATION and PUBLICATION*
 - Intranet*
 - IT tools for WEB SYSTEMS and APPLICATIONS*
 - FrontPage (web editor)*
 - IT tools and systems for DECISION MAKING*
 - Decide*

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
Conscientiousness
Eye for detail / Accuracy
- *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: