EUROPEAN COMMISSION

Job Description Form

Job description version2 *(Approved)*
Job description version*420477* in *NEAR.R.1*
Valid from01/09/2024until

Job Holder

Name

Job Profile

Position
CONTRACT AGENT FGII

Job title
Document Management Agent - Records Management

Domains
Generic domain
EXTERNAL RELATIONS
Intermediate domain
Specific domain
INFORMATION and DOCUMENT MANAGEMENT

Sensitive job
No

Overall purpose
To manage the receipt, assignment, registration, distribution, filing and archiving of DG NEAR document workflow.

Legal disclaimer

Functions and duties

+ <u>*INFORMATION and DOCUMENT MANAGEMENT*</u>
- *Attribution and registration of registered paper mail received in DG NEAR*
- *Management of the NEAR ARES functional mailboxes*
- *Validation of ARES external entities*
- *Assignment of Director's General received documents*
- *Back-up for the coordination of President's and Vice President's mail received in DG NEAR*

+ <u>*INFORMATION and DOCUMENT MANAGEMENT*</u>
- *Creation and update of DG NEAR official files in NOMCOM*
- *Management of the request for archives from DG NEAR central archives and from the Historical archives*
- *Contribute to the DG's annual document and file management exercises: unfiled documents, closure of files, creation of annual files, management of virtual entities, etc.*
- *Contribute to various tasks and projects in line with the needs of the Unit, the directorate or the DG, as guided by the DG's political priorities.*

Job requirements

Experience"

+ <u>*ACCOUNTING, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*</u>
Job-Related experience:at least 2 years
Qualifier:desirable

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
  PROCUREMENT and CONTRACT MANAGEMENT
    Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
- *INFORMATION and DOCUMENT MANAGEMENT*
  DOCUMENT MANAGEMENT
    Filing and recording
    Manual and electronic management of records, files and documents
    Rules and procedures relating to document management within the Institution
    eDomec policy
    TREATMENT of CLASSIFIED or SENSITIVE INFORMATION
    EU Classified Information (EUCI) management
  LIBRARIES and ARCHIVES
    Archiving and filing systems management
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
  IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
- *(APPLIED) COMPUTER SCIENCE*
  IT/APPLICATION LIFECYCLE

Competences

- *Communicating*
  - *Ability to understand and be understood*
- *Delivering Quality and Results*
  - *Ability to work in a proactive and autonomous way*
  - *Client orientation*
- *Prioritising and Organising*
  - *Capacity to deliver in a structured way*
  - *Planning capacity*
- *Resilience*
  - *Perseverance*
- *Working with Others*
  - *Confidentiality*
  - *Knowledge sharing*
  - *Sociability skills*
- *Leadership*
  - *An awareness of and attentiveness to individual differences*

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: