



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Active*)  
Job description version404905 in *INTPA.B.3.Greenland*  
Valid from09/08/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Administrative Assistant

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

**Sensitive job**

No

**Overall purpose**

To assist the Head of Office with ensuring the smooth functioning of the Office in all its aspects and in accordance with existing rules and regulations, including as regards management of budget and finance, human resources, buildings, physical assets, security and ICT, in close cooperation with DG INTPA and DG COMM. To act as imprest account holder.

**Legal disclaimer**

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

## **Functions and duties**

### + SAFETY, SECURITY and CRISIS MANAGEMENT

- Assistance in all matters relating to the safety and security of staff and contacts with national administrations.
- Deputy Local Security Officer correspondent authorised to have access to classified information up to and including the level of EU SECRET.
- Coordinate any safety or security management aspect with the other occupants of the building.
- Registration of persons with national institutions (immunity, privileges, etc.).

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- Preparation of reports, payment of bills, controls and analysis.
- Assistance in the management of calls for tenders.
- Encoding (ABAC) and follow-up of financial transactions (commitments, payments, recovery orders, extra-budgetary accounts, invoices,..) as well as all related operations.
- Financial circuits and related operations. Management of financial identifications and legal entities for financial transactions.
- Preparation and follow-up of contracts/agreements/purchase orders.
- Participation to the gathering and encoding of data related to the budgetary programming.

### + BUILDINGS and SUPPLIES (incl logistics)

- Assistance in the management of infrastructure contracts: contacts with companies, monitoring of contracts, supervision and verification of services, validation of invoices.
- Follow-up of cleaning, maintenance and supply contracts (office supply, advertising material,...).
- Inventory management.

### + HUMAN RESOURCES MANAGEMENT

- Management of staff absences (leaves, sick leaves,...), updating and follow-up of data in Sysper.
- Management of administrative files of staff.
- Follow-up of selection procedures and recruitment of staff.

### + OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Organisation and planning of meetings, preparation and follow-up of missions of staff.
- Assistance to the Head of Office on all aspects related to the housing policy (e.g. housing norms, security and technical equipment of accommodations, lease contracts).
- Manage the physical assets of the Office (e.g. offices, accommodations, vehicles, furniture, office and housing equipment, IT equipment).
- Assistance on all files related to administrative matters (draft notes, reports, search and provide information, encode data, etc.)

### + INFORMATION and DOCUMENT MANAGEMENT

- Follow-up and management of email.
- Recording and filing of incoming and outgoing correspondence (including email) using records management software.

## Job requirements

### Experience"

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING, BUDGET and FINANCE, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience:at least 2 years

Qualifier:desirable

Professional experience pertinent to the duties to be carried out of at least two years.

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Danish	B1	B1	B1	B1	B1
Greenlandic	C1	C1	C1	C1	C1
English	C1	C1	C1	C1	C1

### Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
- *HUMAN RESOURCES MANAGEMENT*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
  - IT tools for OFFICE AUTOMATION*
    - Excel*
    - Outlook*
    - Word*
- *INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)*
  - Internal organisation of the Directorate General*

### Competences

- *Analysing and Problem Solving*
  - Capacity to analyse and structure information*
- *Communicating*
  - Ability to communicate in meetings*
  - Drafting skills*
- *Delivering Quality and Results*
  - Ability to work in a proactive and autonomous way*
  - Capacity to act upon problems*
- *Prioritising and Organising*
  - Capacity to deliver in a structured way*
- *Working with Others*
  - Ability to work in a team*

## 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:*

Atypical working hours can be necessary, occasionally, when linked with special events, Videoconference calls with HQ or missions. Due to the 4 hour time difference between Greenland and HQ/Copenhagen.

**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:*

The EC Office in Nuuk/Greenland was set up in March 2024. It will consist of a team composed of 1 official (Head of Office), 2 contractual agent FG IV as operational programme managers and 1 contractual agent FG III as administrative agent and logistical support. Greenland will assist in the management of development programmes and projects in Greenland. It will be administratively linked to the EU Representation in Copenhagen.