



EUROPEAN COMMISSION

Job Description Form

Job description version7 (*Active*)
Job description version75061 in *INTPA.G.5*
Valid from26/08/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Secretary - to the head of Unit

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

As part of Unit INTPA G.5 support the proper functioning of Unit INTPA G.5's secretariat and specific sectoral teams, in tandem with another colleague. This consists inter alia in:

- administrative support (e.g. budget, personnel administration and human resources, planning/management of missions and leaves);
- document and systems management;
- internal communication;
- organisation of meetings and logistical support (e.g. events, visits);
- follow-up of internal procedures;
- communication actions, information and document management.

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

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide assistance by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and calendar.
- Take, transcribe and prepare notes, minutes, routine correspondence, presentations and/or other texts necessary for the general functioning of the system
- Ensure follow-up and respect of deadlines in the group activities.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Ensure administrative monitoring of contracts and of the various administrative deadlines in the field of action of the service.
- Facilitate internal communication within the Directorate-General as well as between the service and the various external contractors and/or other third parties.
- Respond to inquiries and provide advice on the use of the administrative and logistic budget.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Register and route incoming mail, finalize and send outgoing mail using the appropriate archiving software (ARES) and follow up on replies and the meeting of deadlines.
- Coordinate the conservation, reproduction, translation, circulation and searching for documents within the service and ensure compliance with rules on classification and data protection.
- Assist with the preparation of information packages needed for committees, conferences and other meetings.
- Coordinate and contribute to qualitative administrative controls on the files to be submitted for signature.
- Attribute briefing and other requests within the unit and ensure respect of deadlines.
- Support management of TEAMS and Sharepoint workspaces.

Job requirements

Experience"

+ SECRETARIAL SUPPORT

Job-Related experience: at least 3 years

Qualifier: an advantage

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C2	C2	C2	C2	C2
English	B1	B1	B1	B1	B1

Knowledge

- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
SECRETARIAL SUPPORT

Competences

- *Analysing and Problem Solving*
- *Resilience*
- *Working with Others*

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:

Presentation of the entity: In the framework of DG INTPA's overall mandate, and within Directorate G 'Human Development, Migration, Governance and Peace', the thematic Unit G5 'Resilience, Peace, Security' formulates and coordinates sectoral policies in these fields by working on mainstreaming the Humanitarian-Development-Peace nexus in EU's work in Headquarters and in the field; providing expertise and support to capacity building and ensuring conflict sensitivity, peacebuilding and resilience approaches in countries affected by crises and/or fragility(ies); acting as a centre of expertise for cooperation on Security Sector Reform (SSR) transnational organised crime; protection of critical infrastructure; preventing and countering violent extremism, illicit financial flows, anti-money laundering and countering terrorist financing; Jointly managing EU crisis preparedness and analysis tools (e.g. EU Conflict Early Warning System and RPBAs/PDNAs); acting as focal point and coordination entity on the above issues with a number of partners such as the Bretton Woods institutions, the OECD, and the UN (UNDP, UN Peace Building Support Office, the UN Office on Drugs and Crime, the United Nations Office on Counter Terrorism), as well as other specialised international bodies and organisations (Interpol, the Financial Action Task Force).