



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version461330 in *INTPA.B.3*
Valid from11/11/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Administrative Agent - Administrative and secretarial support to the Head of Unit.

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Sensitive job

No

Overall purpose

To provide administrative support to the Head of Unit and the Deputy Head of Unit in the coordination of the activities of the unit, and support to following the day-to-day work of the Unit in accordance with existing rules governing the Commission's administration. This includes, but is not limited, to the follow-up and correct application of internal processes, information and document management, meeting requests and staff administration including recruitment processes.

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

- Take, transcribe, prepare and finalise notes, compose and type routine correspondence.
- Carry out various administrative tasks such as diary-keeping, filtering telephone calls, filing and ordering office supplies.
- Open/register/filter incoming mail and route mail to appropriate individuals
- Ensure the coordination with respect to the forecasts of commitments and payments of the Unit.
- Respond to requests/questions from the EU Delegations and EC Offices concerning the organisation of the unit and his practical duties.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Record incoming and outgoing correspondence using archiving software (ARES).
- Co-ordinate administrative documents, retrieve individual documents and sets of documents by subject.
- Supervises the electronic archiving of the Unit and where necessary rectifies mistakes
- Manage the functional mail box of the Unit

+ LOGISTIC SUPPORT

- Provide logistic support for the organisation of meetings: reserving rooms, compiling folders of working documents, and follow-up.

+ INFORMATION and DOCUMENT MANAGEMENT

- Providing support for users of Word, Excel.
- Use (and assistance for users) of DECIDE, Webdor, BASIS, TEAMS, MIPS, ARES, SYSPER, E-grefte, OPSYS, VISTA
- Participate and draft minutes of meetings organized by the sector concerned.

+ INTERNAL COMMUNICATION (general)

- Contributing to good communications within the unit.

Job requirements

Experience"

+ INFORMATION and COMMUNICATION TECHNOLOGIES, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, LANGUAGES, INFORMATION and DOCUMENT MANAGEMENT

Job-Related experience: at least 2 years

Qualifier: desirable

Languages

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

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING
PROCUREMENT and CONTRACT MANAGEMENT**
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
- **COMMUNICATION and PUBLICATION
MISSIONS, MEETINGS and VISITS (incl Protocol Service)**
Missions, seminars, meetings (budgetary aspects)
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools for OFFICE AUTOMATION
*Eurolook
Excel
Functional mailboxes
Outlook
Powerpoint
Word*
IT tools and systems for HRM
*MIPS (Missions Integrated Processing System)
Sysper2: Time Management / FlexiTime*
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares
IT tools for (INFO)GRAPHICS
Page-layout tools
IT tools for EXTERNAL RELATIONS

Competences

- *Analysing and Problem Solving*
- *Communicating*
Ability to understand and be understood
Assertiveness
Drafting skills
- *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*
Ability to work in a team
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: