

Administrative Assistant

Unit: Various

Reference: ECDC/AST/2021/VAR-AA

Applications are invited for the above Temporary Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

ECDC plans to recruit two persons for the above-mentioned vacancy. ECDC also aims to establish a reserve list, which may be used for any future vacancies in the area.

The jobholder will be responsible in particular for the following areas of work:

- Providing general support by receiving incoming communication to their respective Unit, and responding to queries and requests for information and documentation with a high level of service, tact, discretion and confidentiality;
- Organising and coordinating appointments and internal meetings;
- Supporting the Unit's staff members with the preparation of business travels;
- Contributing to the organisation of large meetings with external participants and providing high level administrative support to such meetings, including the preparation of financial documents;
- Drafting and finalising correspondence and other documentation as well as taking minutes at meetings;
- Managing electronic and paper documents (contact lists, mailing, typing, photocopying, scanning, filing and archiving);
- Providing administrative services internally to the Unit's staff members;
- Supporting the Unit's processes and workflows and contributing to the development and improvement of processes;
- Contributing to intra- and inter-Unit teamwork and fostering efficient coordination of activities;
- Any other tasks related to his/her area of work as requested.

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A level of post-secondary education of at least 3 years attested by a diploma¹; or a level of secondary education attested by a diploma giving access to post-secondary education and at least 3 years of professional experience² after that diploma;
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language to the extent necessary for the performance of his/her duties³;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen⁴;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

B. Selection criteria

To qualify for this post we have identified essential criteria with regard to professional experience and personal characteristics/interpersonal skills. These are:

Professional experience/knowledge:

- At least 4 years (following the award of the diploma) of professional experience acquired in positions relevant to the job description;
- Proven experience of working in an administrative support function within a multicultural working environment;
- Proven experience of contributing to the organisation of meetings, including large meetings with many external participants;
- Proven experience in the development and improvement of internal administrative processes;
- Excellent knowledge of the Microsoft Office package (including Word, Excel, Power Point, MS TEAMS and Outlook).
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Excellent ability to communicate with individuals at all levels and to work in a team;

1 Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration

2 Compulsory military service is always taken into consideration

3 Candidates with a non-official EU language or English as their mother tongue must provide proof of their level of a second language with a certificate (B1 or more).

In addition, in order to be eligible for a promotion through an annual promotion exercise the staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

4 Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

- High level of responsibility and ability to take initiative and coordinate administrative processes;
- High level of accuracy and attention to detail;
- High level of service orientation and the ability to adapt to changing organisational needs;
- Quality driven and able to provide excellent administrative support even when working under pressure;
- High level of discretion and ability to handle confidential matters.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Equal Opportunities

ECDC is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates will be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a Temporary Agent, pursuant to article 2f) of the Conditions of Employment of Other Servants of the European Union, for a period of five years which may be renewed. The appointment will be in grade **AST/SC 1**.

Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period of nine months.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

The place of employment will be Stockholm, where the Centre has its activities.

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply please send a completed application to Recruitment@ecdc.europa.eu clearly indicating the vacancy reference and your family name in the subject line of the email.

For your application to be valid you must complete all required sections of the application form, which should be submitted in Word or PDF format and preferably in English⁵. Any incomplete applications will be considered invalid.

The ECDC application form can be found on our website here:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

The closing date for the submission of applications is on **23 August 2021 at 23:59 Stockholm time**. Further information regarding the status of this selection procedure, as well as important information regarding the recruitment process, is noted on our website and can be found using the above link.

Due to the large volume of applications received, only candidates selected for interviews will be notified.

⁵ This vacancy notice has been translated into all official EU languages from its English original. As the language of day-to-day operations in the Agency is generally English, ECDC prefers to receive the application in English.