

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for Administrative Agent- in a Representation	
Function Group:	II
Post Number	Job Id 273622
Place of Employment	Representation in Lisbon, Portugal
Deadline for applications:	17/07/2024
Contact person:	Pedro Castro , Head of Administration
Entity presentation (We are):	DG Communication (DG COMM), as a corporate communication service, promotes the policy priorities of the European Commission and contributes to bringing Europe closer to citizens. The Representations in all Member States play a crucial role in this. Their main tasks are: • Support the President and the Members of the Commission by reinforcing the political and media profile of the European Commission in the Member States, including the preparation, organisation and follow up of visits of the members of the College. Representing the European Commission in the respective Member State towards national, regional and local authorities, media, stakeholders and citizens. • Country-specific Economic and Political Information and Analysis: Representations provide the Commission with in-depth, accurate and timely information and analysis regarding relevant developments in the Member States and the views of the Government and, political parties, think tanks and civil society. • Press and Media Communications: in cooperation with the Spokesperson's Service, Representations communicate on behalf of the Commission. • Outreach to Citizens: Representations provide outreach and communication to citizens and stakeholders/multipliers in the Member States, by managing information networks and by explaining the policy priorities of the Commission in a local context.
Job profile (We look for):	See job description enclosed.
Recruitment policy:	DG COMM encourages mobility for all CA 3a and 3b employed in Commission services, as well as accepts applications from candidates registered in recent CAST lists.
How to apply:	Applications (CV and a motivation letter) should be sent by the above-mentioned deadline via e-mail to Pedro.CASTRO@ec.europa.eu , mentioning in the subject of the message "Job title & post number".



EUROPEAN COMMISSION

Job Description Form

Job description version2 (Active)
Job description version273622 in COMM.DGA1.C.LI.001
Valid from17/09/2019until

Job Holder

Job Profile

Position

CONTRACT AGENT FGII

Job title

Administrative Support Agent

Domains**Generic domain**

COMMUNICATION and PUBLICATION

Intermediate domain**Specific domain**

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Sensitive job

No

Overall purpose

Under the supervision of an official/temporary agent, assistance to the management of administrative issues and files of the Representation.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ HUMAN RESOURCES MANAGEMENT

- Management of staff absences (leaves, missions, sick leaves,...), updating and follow-up of data into Sysper.
- Management of administrative files of staff.
- Follow-up of selections and recruitments of staff.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Organisation of plannings, meetings, preparation and follow-up of missions.
- Assistance on all files related to administrative matters (prepare notes, reports, search and provide information, encode data, etc.)

+ INFORMATION and DOCUMENT MANAGEMENT

- Follow-up and management of sector's mail.

+ PROCUREMENT and CONTRACT MANAGEMENT

- contracts on office infrastructure, cleaning, functioning
- orders and suppliers follow-up (promotional material, safety system, office supplies)

+ BUILDINGS and SUPPLIES (incl logistics)

- technical and logistical assistance of the rooms (meeting and conference rooms) and of facilities (fax, copiers)
- office equipment and promotional material management
- management of the inventory of the Representation's assets
- mail and diplomatic bag management (follow-up arrival/departure, distribution, filing)
- documents, booklets and publications management (receiving, sending, filing, archiving, copying, drawing, bindings...)
- reception and information to visitors; phones management (technique, informatics)

+ BUILDINGS and SUPPLIES (incl logistics)

- Place orders for office supplies with suppliers and / or with central services for non-catalogue items.
- Take delivery of and check the supplies received and return them if they fail to comply.
- Check invoices against the supplies ordered, received and accepted; give consent for payment to be made.
- Distribute supplies within the Directorate-General; monitor stocks and keep them up to date.

Job requirements

Experience"

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, BUDGET and FINANCE

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	B1	B1	B1	B1	B1
French	B1	B1	B1	B1	B1
Portuguese	B2	B2	B2	B2	B2

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
 - *ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
 - *Administrative rules and procedures of the Commission*
 - *SECRETARIAL SUPPORT*
 - *Secretarial methods and techniques*
- *HUMAN RESOURCES MANAGEMENT*
 - *REMUNERATION, RIGHTS and OBLIGATIONS*
 - *WORKING CONDITIONS*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - *IT tools for OFFICE AUTOMATION*
 - *Excel*
 - *Outlook*
 - *Word*
 - *IT tools and systems for HRM*
 - *MIPS (Missions Integrated Processing System)*
 - *Sysper2: General*
 - *IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT*
- *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 understand and be understood*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Client orientation*
- *Prioritising and Organising*
- *Working with Others*
 - *Ability to work in a team*
 - *Confidentiality*
- *Leadership*
 - *An awareness of and attentiveness to individual differences*

Job Environment

Organisational entity

Presentation of the entity:

The Team 'Admin' in each Representation of the Commission in a Member State is responsible for holding the imprest account of the Representation, verifying the expenditures, managing and planning the human resources, and ensuring a proper document management. Its tasks involve the supervision, coordination and facilitation of the administrative and financial activities of the Representation, the assurance of conformity for financial and contractual operations (calls for tender/calls for proposals, legal and budgetary commitments, payments, recovery orders, de-commitments and closure of commitments) with legality, regularity, internal procedures and sound financial management. They also involve security matters and infrastructure management (furniture, lease contracts of offices, cleaning, guarding etc.) including inventory management.

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: