

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENT

DG COMMUNICATION is looking for a Secretary to the Head of Representation	
Function Group:	FGII
Post Number	290971
Place of Employment	Representation in France (Paris)
Deadline for applications:	17/04/2023
Contact person:	Valérie DREZET-HUMEZ, <i>Head of Representation</i>
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. Within the Representation in France, the Regional Representation in Marseille develops communication actions in a large area in the south of France as well as specific tools aimed at French local authorities.
Job profile (We look for):	See job description enclosed. We propose A key position with an opportunity to see many aspects of the work of a

	Representation and have varied tasks. A direct support to the Head of Representation and the Representation as a whole and a first contact point for outsiders. • Perform various administrative tasks, including monitoring the agenda, answering the telephone, filtering calls and taking messages, responding to inquiries and managing the mailboxes and outlook calendar; • Monitor deadlines and workflows for the Head of Representation; • Monitor staff holidays planning, absences and flexitime; • Prepare agendas for relevant meetings and organise appropriate participation ; • Contribute to the organisation of visits ; • Take, transcribe and prepare notes, minutes, standard correspondence, presentations, contributions to requests; • Record and assign the incoming correspondence, finalise and transmit outgoing correspondence, using archiving software (ARES) whenever necessary and ensure follow-up and respect of deadlines. We look for A dynamic candidate with experience and capacity to handle several tasks and have a capacity to keep an overview, political sense and ability to design solutions. A trustworthy person with a developed sense of initiative, confidentiality and customer orientation; attention to details and communication skills, internally and externally; very good organisational skills. The candidate should be a team worker and be capable to work under pressure when required. He/she should be flexible with regard to new requirements, procedures and technologies. A good knowledge of French and English is required.
Recruitment policy:	DG COMM encourages mobility for all CA 3a and 3b employed in Commission, 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 contact Salvatrice.LANTIERI@ec.europa.eu , mentioning in the subject of the message "Job title & post number".



COMMISSION EUROPÉENNE

Formulaire de description de poste

Version descriptive du poste2 (*Projet*)
Version descriptive du poste290971 dans *COMM.DGA1.C.PA*
Valable à partir de jusqu'à

Titulaire du poste

Nom

Profil du poste

Position du poste

AGENT CONTRACTUEL FGII

Titre du poste

Secrétaire - to the Head of Representation

Domaines

Primaire

COMMUNICATION et PUBLICATION

Intermédiaire

Secondaire

SUPPORT et RESSOURCES OPÉRATIONNELS et ADMINISTRATIFS

Poste sensible

Non

Finalité générale

Ensure the secretariat of the Head of Representation and the general administrative support in order to contribute to the good functioning of the Representation.

Avertissement légal

[Les utilisateurs sont invités à consulter la liste des clauses de non-responsabilité juridique liées à leur type de contrat.](#)

Fonctions & responsabilités

+ SUPPORT et RESSOURCES OPÉRATIONNELS et ADMINISTRATIFS

- *Take note, write, prepare and clean notes; write and type correspondence of the Head of Representation and Deputy Head of Representation as appropriate.*
- *Carry out various administrative tasks as the planning, the filtering of the phone calls and the filling of documents.*
- *Ensure the good general administrative management of the Representation (coordination of secretaries, etc.).*
- *Organisation of trips, hotel reservations, transports, missions orders and costs declarations.*

+ GESTION de l'INFORMATION et des DOCUMENTS

- *Follow-up of mail and emails of the Representation (recording, distribution, filling, archiving), handling of diplomatic pouch, mailing lists management, updating of addresses databases.*
- *Coordinate administrative documents and search for specific and thematic documents.*
- *Supervise the preparation of all medium for meetings to which the Head of Representation and/or the Deputy Head of Representaion has to assist (including documental medium).*
- *Respect and follow related legal and administrative regulations and implementing guidelines.*

+ COMMUNICATION INTERNE (général)

- *Contribute to a good communication within the Representation.*
- *Ensure the good internal coordination and communication between the Head of Representation, Deputy Head of Representation and the different teams.*

+ SUPPORT LOGISTIQUE

- *Ensure the logistical support in the organisation of meetings, lunches, exhibitions, conferences, visits : rooms reservations, gathering of working documents as well as the follow-up (minutes management, welcome and information to visitors).*

Exigences du poste

Expérience

+ GESTION de l'INFORMATION et des DOCUMENTS, SUPPORT et RESSOURCES OPÉRATIONNELS et ADMINISTRATIFS

Expérience relative au poste: au moins 3 ans
Degré souhaitable

Langues

	Écouter	Lire	Prendre part à une conversation	S'exprimer oralement en continu	Écrire
Anglais	C1	C1	C1	C1	C1
Français	C2	C2	C2	C2	C2

Connaissances

- *SUPPORT et RESSOURCES OPÉRATIONNELS et ADMINISTRATIFS*
 - *ORGANISATION et ADMINISTRATION des BUREAUX de SOUTIEN*
 - *Règles et procédures administratives de l'institution*
 - *SECRÉTARIAT*
 - *Méthodes et techniques de secrétariat*
- *OUTILS INFORMATIQUES pour des DOMAINES d'APPLICATION SPÉCIFIQUES*
 - *Outils informatiques pour la BUREAUTIQUE*
 - *Excel*
 - *Outlook*
 - *Word*
 - *Ressources humaines et systèmes d'information*
 - *MIPS (Missions Integrated Processing System)*
 - *Outils et systèmes informatiques pour la GESTION des ARCHIVES, du COURRIER et des DOCUMENTS*
 - *Ares*
- *GESTION et COORDINATION INTERNE (DG/Service/Entreprise)*
 - *Missions et mandats de la direction générale*
 - *Organisation interne de la direction générale*

Compétences

- *Analyse et résolution de problèmes*
 - *Capacité d'analyser et de structurer des informations*
- *Communication*
 - *Capacité de comprendre et de se faire comprendre*
- *Qualité et résultats*
 - *Capacité de travailler d'une manière proactive et autonome*
 - *Orientation vers la clientèle*
- *Hiérarchisation des priorités et organisation*
- *Persévérance*
 - *Résistance au stress*
- *Travail d'équipe*
 - *Capacité de travailler dans une équipe*
 - *Confidentialité*
 - *Compétences diplomatiques*
- *Capacités d'encadrement*
 - *Sensibilité et attention aux différences personnelles*

Environnement de travail

Entité organisationnelle

Présentation de l'entité:

Sujets en rapport avec le poste

☒ Heures de travail atypiques

☐ Poste spécialisé

Missions

☐ Fréquentes, c'-à-d. 2 ou plus de missions / mois

☐ Longue durée, c'-à-d. missions durant plus d'une semaine

Commentaires:

Sujets en rapport avec le lieu de travail, la santé et la sécurité

☐ Environnement bruyant

☐ Effort physique / manutention

☐ Travail avec des produits chimiques / biologiques

☐ Aire de radioprotection

☐ Utilisation de matériel de protection individuelle

☐ Autres

Commentaires:

Autre

Commentaires: