

Vacancy – Secretary to the Director REGIO E - FGII

Secretary to the Director	<p>We are:</p> <p>The mission of the Directorate E, within the Directorate-General For Regional & Urban Policy, is to contribute to the successful implementation of the EU Cohesion Policy and the achievement of its priorities, under the leadership of the Commission President, the Commissioner for Regional Policy and the Director-General of DG REGIO. This includes:</p> <ul style="list-style-type: none"> - assisting Member States and their authorities in improving governance mechanisms and strengthening their capacity and competencies to successfully deliver Cohesion Policy investments in Bulgaria, Croatia, Hungary, Romania and Slovenia, Sweden, Denmark, Ireland and UK in the field of economic, social and territorial cohesion; - ensuring proper implementation of the 2021-2027 programmes in those countries in line with the Commission's proposals and investment guidelines; - delivering EU solidarity and financial relief to Member States hit by natural disasters through the activation of the EU Solidarity Fund; <p>In the performance of its tasks, the Directorate ensures that the EU budget resources are properly and efficiently spent.</p> <p>We propose:</p> <p>We propose an interesting position as secretary within the Directorate E team and in a dynamic and positive working atmosphere.</p> <p>The successful candidate will:</p> <ul style="list-style-type: none"> - assist the Director in administrative tasks related to the management of her office and the four Units under her supervision; - perform quality check of files presented for signature of the Director; - be responsible for document management within the Directorate, including supervision of attribution within the service and follow-up deadlines; - prepare mission orders and mission claims of the Director and organisation of her missions; - perform quality check of the mission orders and declarations for the units in the directorate; - ensure quality control and preparation of files for meetings (Cabinets, Directors etc) for the Director; - manage information and procedures on missions, holidays, leave and absence records within the Directorate; - provide support for the organisation of meetings, including reservation of rooms, checking / sending agenda, compilation of handouts, reception
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	<p>and security arrangements and follow-up of minutes and other documents like experts' expenses</p> <ul style="list-style-type: none"> - coordinate the organisation of the Director's agenda and meetings within the DG, with the Cabinet, other DGs and Institutions as well as external partners; - provide occasional administrative support to the Directorate's Units on a needs basis <p>We look for:</p> <p>We look for a motivated, dynamic and proactive colleague with excellent communication and social skills. The job requires strong organizational skills, common sense, ability to work both independently and as part of the team (composed of the Director, the Policy Assistant and the Financial Assistant).</p> <p>The successful candidate should have knowledge of the MS Office applications (Word, Excel, Outlook). Knowledge of the Commission's IT applications (ARES, MiPS+, Sysper2, Cares, Basis) would be an asset. A very good command of English is required, both orally and in writing.</p> <p>The successful candidate should be capable of adapting quickly to a variety of requests and working under pressure, while paying attention to details.</p> <p>Recruitment policy:</p> <p>DG REGIO aims at attracting and retaining competent staff. We believe in the benefits of a varied career and are committed to support you in your professional development. We offer a mentoring programme to facilitate the integration of newcomers, promote career-long training and encourage the open discussion of career paths and mobility. DG REGIO is a friendly DG promoting openness and solidarity by mutual exchange of information, knowledge and good practices. We strongly believe in equal opportunities for all and actively promote a positive work-life balance.</p>
Closing date (10 working days)	8 September 2023
Category	GFII
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