



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version487893 in *MENA.02*
Valid from16/04/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGII

Job title

Archive Agent - for MENA.02

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

INFORMATION and DOCUMENT MANAGEMENT

Sensitive job

No

Overall purpose

Carry out the tasks of secretary for MENA 02 and provide general administrative support for the unit, including document management and archiving duties, human resource issues, such as recruitments and job descriptions. Manage the missions of the staff of the Unit.

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

- Register incoming and outgoing correspondence (including invoices) in Ares.
- Encode invoices in SUMMA/ABAC (data entry level) and prepare request for payment files in Ares in line with the financial circuits.
- Prepare files in accordance with the document management rules into force.
- Contribute to the quality checks of files for signature.
- Ensure proper filing and manage the archives of the Unit. Prepare and organise transfer of files to the Central Archive of the DG.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide assistance by keeping the agenda up to date, answering the phone, filtering calls and taking messages, responding to general enquiries and managing the Outlook calendar of the Head of Unit and the functional mailbox of the Unit.
- Take and prepare notes and meeting minutes, and ensure the quality-check of outgoing correspondence - notes, letters, etc.
- Manage information and procedures relating to the encoding of missions, holidays, leaves and absences and other administrative formalities concerning the staff (requests for training, making the necessary administrative arrangements for the arrival and departure of colleagues).
- Provide support to the EUTF team at HQ and Delegations and ensure follow-up in the unit secretariat.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Provide administrative and logistical support to the organisation of meetings, conferences and seminars.
- Ensure logistical support to evaluation committee meetings (book rooms, collect documents, invite participants).

Job requirements

Experience"

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: at least 1 year

Qualifier: an advantage

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: at least 1 year

Qualifier: an advantage

+ INFORMATION and DOCUMENT MANAGEMENT

Job-Related experience: at least 1 year

Qualifier: an advantage

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - BUDGET and FINANCE**
 - Budgetary rules and procedures*
 - Financial circuits*
 - Preparation of financial dossiers*
- **HUMAN RESOURCES MANAGEMENT**
 - WORKING CONDITIONS**
 - Leave and absence management*
- **INFORMATION and DOCUMENT MANAGEMENT**
 - DOCUMENT MANAGEMENT**
 - Manual and electronic management of records, files and documents*
 - MAIL HANDLING**
 - Mail processing and distribution*
- **COMMUNICATION and PUBLICATION**
 - THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION**
 - Communication instruments and techniques*
 - INTERNAL COMMUNICATION (general)**
 - Internal communication practices*
 - MISSIONS, MEETINGS and VISITS (incl Protocol Service)**
 - Meetings logistics*
 - CONFERENCES and EVENTS**
 - Conferences, exhibitions, meetings*
 - PRINTING and PAPER PUBLISHING**
 - Quality standards for paper and electronic publications*
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
 - IT tools for OFFICE AUTOMATION**
 - 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 and systems for COMMUNICATION and PUBLICATION**
 - Intranet management*

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
Creativity
- *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*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
Perseverance
- *Working with Others*
Ability to work in a team

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: