



We are looking to appoint ASAP a

EUROPEAN BACCALAUREATE UNIT ASSISTANT *(Full-time post – 37.50h)*

The European Schools are an intergovernmental organisation offering a multilingual and multicultural education. We have 13 schools in six different European countries with more than 27.000 students. The Office of the Secretary General of the European Schools is in charge of the management of the European Schools.

Description of the function:

The **EUROPEAN BACCALAUREATE UNIT ASSISTANT** will become part of a team of two other Assistants and a Secretary working under the responsibility of the Head of the European Baccalaureate Unit in order to fulfil the functions assigned by the regulations applicable to the European Schools.

Her/his main tasks will be the following:

- *Assist in all processes related to the organization of the European Baccalaureate sessions (including elaboration, printing and logistics of the exam papers, dealing with complaints and appeals, organization of the correction process).*
- *Manage the set-up and configuration of the on-line correction tool for the European Baccalaureate session.*
- *Liaise with the service supplier in order to introduce improvements to the on-line correction tool and to customize it further to meet the European Schools needs for the European Baccalaureate session.*
- *Make sure that all features, changes and customizations of the on-line correction tool are fully compliant with the European Baccalaureate regulations.*
- *Produce a calendar of actions and deadlines regarding the on-line correction tool for the European Baccalaureate session.*
- *Liaise with the IT Unit at the Office of the Secretary General in order to establish good communication and a secure and efficient transfer of data between the different IT management systems used in the European Schools, especially SMS.*
- *Train the OSG, ES and AES staff in the correction implementation and use of the on-line correction tool and other IT tools used by the Unit.*
- *Elaboration of the budget and cost accounting, especially with respect to on-line correction.*
- *Operations in the BAC module of the School Management System (SMS).*
- *Operations in electronic platforms (eg. SharePoint) concerning the European Baccalaureate: proposing and creating flows, managing access, uploading contents.*
- *Operations in Business Objects / Business Intelligence.*
- *Production of statistical reports.*

- *Answering queries and information requests (first level of escalation) through the help line ES-BACCALAUREATE@eursc.eu*
- *Participation in all European Bacculaureate publications:*
 - a. *European Bacculaureate Handbook*
 - b. *European Bacculaureate report*
 - c. *European Bacculaureate “Memorandum”*
 - d. *European Bacculaureate Unit Newsletter*
 - e. *Preparing other reports, presentations and documents.*
- *Production of surveys, analysis of results and reporting.*
- *Other related tasks as requested by the Head of the European Bacculaureate Unit of the European Schools.*

Requested Profile:

- **Bachelor degree** (minimum 3 years of higher education) and Experience of **at least two years** in the areas of IT/Data Analysis and Administration.

OR

- **Secondary vocational education in the area of IT** and experience of **at least five years** in the areas of IT/Data Analysis and Administration.
- Advanced knowledge of the MS Office Suite (especially MS Excel), Office 365, Business Objects/Business Intelligence.
- Knowledge of languages:
 - Excellent command of one of the following languages: English or French (minimum level C1 according to the Common European Framework of Reference for languages- CEFR standard or equivalent), and
 - Good command of the respective other language (minimum level B1).
- Numeracy, accuracy and rigour skills.
- Good communication and cooperation skills.
- Excellent ICT skills.

Assets:

- Knowledge of an on-line correction system (especially Viatique by Exatech).
- Experience in the public administration or education sector.
- Experience in an international organization.
- Knowledge of other EU official languages.
- Knowledge of the European School System.

WE OFFER:

- A permanent contract under the conditions provided by Belgian labour and social law.
- A challenging position in an international team.
- Possibilities for personal development.
- Free schooling in the European Schools.

Interested? Please apply *ONLY* if you meet the requirements of the profile. Your application must be submitted via the online form ([click here](#))

AND by sending your C.V. together with your motivation letter and copy of your requested diploma (not more than 3 attachments, that is: motivation letter in Word format, C.V in Europass format and copy of the requested diploma) by email to the following address:

OSG-RECRUITMENT@EURSC.EU

by 15th September 2019 at the latest.

Please send your documents (motivation letter, CV and copy of diploma) following the instructions above and below. These instructions must be strictly respected.

The 'subject' of the email has to be filled in as follows:

EUROPEAN BACCALAUREATE UNIT ASSISTANT <Name First name (example: European Baccalaureate Unit Assistant - Durand Alice).

*The documents attached to your email must be named in the same way by foreseeing a sequential numbering of the documents (number 1 for the **Motivation letter**, number 2 for the **CV** and number 3 for the **copy of the diploma**: (example : **European Baccalaureate Unit Assistant –Durand Alice 1**).*

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the Administrative and Ancillary Staff (AAS) of the Office of the Secretary general » (2018-11-D-13-en-1), effective from May 25, 2018 and available on <http://www.schola-europaea.eu/download/HR/2018-11-D-13-en-1.pdf>