



## RESOURCE AND SERVICE CENTRE (RSC)

### Description of the Unit

The Agency's Resource and Service Centre (RSC) provides essential support services for the operations of the Agency. These include: finance, human resources, document and records management, translation, building maintenance and general services.

Under the supervision of the Head of Unit, the RSC is responsible for:

- **Finance and Budget Services:** Finance coordination; preparation of EU-OSHA budget; Management of income and budget credits; budget monitoring and financial reporting; Activity Based Budget (ABB); financial rules and procedures; coordination of the development and implementation of the Internal Control System; ex-ante financial verification of the financial transactions, etc.
- **Human Resources:** workforce planning, recruitment and integration of newcomers; HR administration; career development (e.g. appraisal, reclassification, learning and development); HR policies, rules and procedures, implementation of the Staff Regulations; management of Title 1 of the Agency's budget (e.g. payroll, training courses, etc.); organisational development (e.g. social dialogue, staff surveys, ethics, confidential counsellors, etc.).
- **Documentation & Translations:** Documentation management; incoming post/mail registration in ARES; management of publication requests; custody of physical original decisions, archives; management of Agency decisions; management and co-ordination of Agency translations, etc.
- **General Services & Procurement:** provision of services and goods to ensure adequate office facilities (procurement and contractual activities); purchase of goods and supplies, building maintenance; management of Title 2 of budget; management of fixed asset inventory, RSC Procurement Coordination, etc.

The team is particularly interested in welcoming two trainees, one into its HR and one into its Finance and Budget sections, with tentative starting dates in early 2022.