

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 IC 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, HR finance, 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.