



## VACANCY FOR SECRETARY

The Delegation of the European Union in Barbados is seeking to identify suitable candidates for the position of Secretary:

- The applicant should possess a Certificate/Diploma, Associate Degree or equivalent in secretarial studies from a recognised institution.
- The applicant should be highly proficient in Microsoft Office Suite.
- The applicant should also possess at least three years relevant experience, preferably in a diplomatic establishment or in a position with similar scope.
- Experience in basic accounting and/or purchasing practice would be an asset.

The duty station is Barbados.

The complete Job profile and requirements may be obtained from our website <http://eeas.europa.eu/delegations/barbados>

The Delegation offers a challenging international and multicultural environment and is an equal opportunity employer. Local Agent conditions apply to this post, and recruitment may be conditional upon work permit in agreement with regulations in force.

Interested persons should submit cover letter and detailed Curriculum Vitae by **e-mail** or by mail to:

The Head of Delegation  
Delegation of the European Union to Eastern Caribbean Countries, OECS,  
CARICOM/CARIFORUM  
P.O.BOX 654C  
BRIDGETOWN BB 11000

**ATTN: VACANCY SECRETARY**

or

Email: [DELEGATION-BARBADOS-ADMINISTRATION@eeas.europa.eu](mailto:DELEGATION-BARBADOS-ADMINISTRATION@eeas.europa.eu)

**DEADLINE FOR APPLICATIONS: January 15, 2016 at 12:00 PM**