



EUROPEAN UNION

Job Description for Secretary

Employer

EU Delegation	Delegation of the European Union to Barbados and the Eastern Caribbean
Location	Bridgetown, Barbados
Duration of contract	Indefinite
Possible extensions	

Job description

Group	III
e-Del-HRM and Sysper2 references	Job no.157047
Position in the organisation chart	Political, Trade, Press and Information
Reporting relations/responsibilities	Head of Political, Trade, Press and Information
Working hours	37.5 hours
Working environment/conditions	International and multi-cultural environment. Travelling may be required.
Job objective	To provide administrative support to the Section in the coordination of the activities of the service, and more specifically with the follow-up of internal procedures, communication & visibility actions, information and document management, organisation of meetings, personnel administration and / or logistic needs.
Tasks	<p><u>OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES – Office management and coordination</u></p> <ul style="list-style-type: none"> • Provide assistance with the management of the service by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and calendars. • Take, transcribe and prepare notes, minutes, routine correspondence, presentations and other texts that are needed for the overall activity. • Handle appointments, documentation and follow up management meetings. • Ensure that space, infrastructure, office supplies, inventoried goods and other logistics needs of the office are covered. Ensure all is set and in order for newcomers. • Collaborate in the preparation and distribution of the work schedule. • Deputise for other secretaries in the organisation and work in team to ensure the smooth running of the office in all its aspects including Any task

	<p>assigned by the Head of Delegation, Head of Section or their deputies.</p> <p><u>OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES – Document and file management coordination</u></p> <ul style="list-style-type: none"> • Record and route incoming correspondence, finalise and transmit outgoing correspondence, using archiving software (ARES) whenever necessary and ensure follow up and respect of deadlines. • Co-ordinate the storage, reproduction, translation, circulation and retrieval of documents, making sure that they are filed and secured in accordance with the regulations in force. • Help to prepare briefing files for committees, conferences and other meetings. • Coordinate and contribute to administrative quality checks on files for signature. • Organise and request translations as required. <p><u>OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES - Administrative and personnel management support</u></p> <ul style="list-style-type: none"> • Manage information and procedures on missions, holidays, leave and absence records and similar personnel administration formalities. • Provide administrative assistance with job descriptions, appraisal reports and / or training plans. • Follow up administrative arrangements relating to the recruitment and arrival of new staff. Similar actions in the case of trainees. • Coach new secretaries and clerical officers on administrative procedures and organizational structure. <p><u>COMMUNICATION and PUBLICATION - Administrative assistance to information and dissemination</u></p> <ul style="list-style-type: none"> • Facilitate internal communication within and outside the institutions. • Assist in welcoming and informing outside visitors in accordance with security regulations • Ensure collection and preparation of materials for publication and web-sites • Manage thematic mailboxes or helpdesk services (if any) and send requested information and documents. <p><u>MISSIONS, MEETINGS and VISITS (incl Protocol Service)</u></p> <ul style="list-style-type: none"> • Organisation and preparation of meetings, events; prepare and distribute handouts. Organise refreshments as required. • Maintain the delegation's overall diary. • Organise and assist with incoming missions from Headquarters, other delegations or institutions. • Organise dinners, receptions and other events, handle administration linked to representation costs. • Request and organise official car rides as required, by making use of the ad hoc software packages.
<p>Character references</p>	<p>Knowledge</p> <ul style="list-style-type: none"> • <i>Budget, Finance & Contracts</i> <ul style="list-style-type: none"> ○ <i>Budgetary rules and procedures</i> <ul style="list-style-type: none"> ▪ <i>Missions, seminars, meetings</i> <p>Policies</p> <ul style="list-style-type: none"> • <i>Justice, Freedom and Security</i>

	<ul style="list-style-type: none"> ○ <i>Democratisation</i> <ul style="list-style-type: none"> • <i>Organisation</i> <ul style="list-style-type: none"> • <i>Organisation of meetings and conferences</i> <p>Office administration</p> <p><i>Administrative rules and procedures of the Commission</i></p> <ul style="list-style-type: none"> ○ <i>Conferences, exhibitions, meetings</i> ○ <i>Filing and recording</i> ○ <i>Mail processing and distribution</i> ○ <i>Missions and holidays</i> ○ <i>Registration of mail and documents</i> ○ <i>Staff ethics and conduct</i> <p><i>Other administrative rules and procedures</i></p> <ul style="list-style-type: none"> ○ <i>Rules, procedures and protocol relating to seminars, meetings, conferences, market prospecting</i> <p><i>Secretarial methods and techniques</i></p> <ul style="list-style-type: none"> ○ <i>Finalising notes</i> ○ <i>Professional typing</i> ○ <i>Mail handling</i> <p>Logistics</p> <ul style="list-style-type: none"> ○ <i>Technical and logistics</i> <ul style="list-style-type: none"> ▪ <i>Meetings logistics</i> <p>Human Resources Management</p> <ul style="list-style-type: none"> ○ <i>Competence Development</i> <ul style="list-style-type: none"> ▪ <i>Induction programs for new staff</i> <p>Performance Management</p> <ul style="list-style-type: none"> ○ <i>Jobs and job descriptions management</i> ○ <i>Staff appraisal and promotion</i> <p>Working conditions</p> <ul style="list-style-type: none"> ○ <i>Leave & absence management in DGs and Services</i> <p>Information, Communication & Publication</p> <ul style="list-style-type: none"> ○ <i>Communication and information strategy</i> <ul style="list-style-type: none"> ▪ <i>Internal communication practices</i> ○ <i>Document management techniques</i> <ul style="list-style-type: none"> ▪ <i>Manual and electronic management of records, files and documents</i> <p>Document Management</p> <ul style="list-style-type: none"> ○ <i>Archiving techniques and procedures</i> <ul style="list-style-type: none"> ▪ <i>Classification and filing systems</i> <p>IT Tools</p> <ul style="list-style-type: none"> ○ <i>Archives, document Management systems and tools</i> <ul style="list-style-type: none"> ▪ <i>Ares</i> ○ <i>HRM Information Systems</i> <ul style="list-style-type: none"> ▪ <i>MIPS (Missions Integrated Processing System)</i> ▪ <i>SYSLOG</i> ▪ <i>Sysper2 : Appraisal</i> ▪ <i>Sysper2 : Job Information System (JIS)</i> ▪ <i>Sysper2 : Time Management / FlexiTime</i> ○ <i>Information and Communication systems and tools</i> <ul style="list-style-type: none"> ▪ <i>Intranet management</i>
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	<ul style="list-style-type: none"> ○ <i>Office automation tools</i> <ul style="list-style-type: none"> ○ <i>Functional mailboxes</i> ○ <i>Outlook</i> ○ <i>Powerpoint</i> ○ <i>Publishing and publications</i> <ul style="list-style-type: none"> ▪ <i>Publications rules, procedures and process in the Commission</i> ▪ <i>Quality standards for paper and electronic publications</i> <p><i>Translation support tools and information systems</i></p> <p>Competences</p> <ul style="list-style-type: none"> ○ <i>Communicating</i> <ul style="list-style-type: none"> ▪ <i>Drafting skills</i> ○ <i>Delivering Quality and Results</i> <ul style="list-style-type: none"> ▪ <i>Ability to work in a proactive and autonomous way</i> ▪ <i>Client orientation</i> ▪ <i>Eye for detail / Accuracy</i> ○ <i>Working with Others</i> <ul style="list-style-type: none"> ▪ <i>Ability to work in a team</i> ▪ <i>Confidentiality</i>
Minimum physical requirements	Not applicable

Job specifications

	Required	Appreciated
Qualifications	a Certificate/Diploma, Associate Degree or equivalent in secretarial studies from a recognised institution	
Professional experience	At least five years relevant experience, preferably in a diplomatic establishment.	<i>Experience in Events Management</i>
Knowledge of languages	<i>ENGLISH (EN) – ability to understand C2, ability to read C2, ability to speak C2, ability to write C2</i>	
Knowledge of IT tools	<i>Microsoft Office</i>	