



EUROPEAN UNION

DELEGATION TO BELARUS

## VACANCY

### JOB PROFILE

#### JOB FRAMEWORK

**Job title:** Secretary  
**Job location:** EU Delegation to Belarus: Finance, Contracts and Audit Section  
**Area of Activity:** Management of the EU development funds for Belarus  
**Category:** Local Agent Group IV  
**Situation:** Vacant

#### JOB CONTENT

##### Overall purpose:

To assist, in an independent and responsible manner, with correct processing of activities of the Finance, Contracts and Audit Section of the Delegation to the Republic of Belarus; Providing general administrative support and document management.

##### Functions and Duties:

- **Organization of meetings**  
Provide logistical support for organizing meetings (internal/external), missions and evaluation committees (room reservations, collection of papers and the necessary follow-up).  
Invitation of internal and external participants (evaluators, representatives of the beneficiaries) etc.
- **Technical Support**  
To encode programme and project information in the EU databases;  
To assist in the production of reports required by Headquarters services;  
To assist with the preparation of statistical data, etc
- **Document management (assist/substitute as required)**  
Record the incoming and outgoing mail, including financial documents in the appropriate computer applications  
Co-ordinate administrative documents.  
Prepare and copy the documents to be transmitted.  
Archive of correspondence and other documents.  
Assist the members of the section in the rules of document management using the E-domec classification scheme.
- **Communications (assist/substitute as required)**  
To manage the section's communications (telephone, fax).

#### JOB REQUIREMENTS

##### EDUCATION AND TRAINING:

Formal education corresponding to upper secondary education in a relevant field. Military service completed (if applicable)

##### EXPERIENCE

- Preferably 2 years prior experience in a similar capacity

##### KNOWLEDGE

###### Technical knowledge

- Knowledge of basic informatics tools
- Good Word processing and spreadsheet skills
- Very good Excel skills

##### SKILLS

###### Linguistic :

- Very good English; Fluent Belarusian

###### Communication:

- Good oral and written communication.

###### Interpersonal

- Excellent ability to build productive and co-operative working relationships with other units and colleagues
- Good capacity of working in a different socio-cultural environment

###### Intellectual

- Ability of analysis and judgment
- Good creative approach to problem solving

###### Management/Organizations

- Ability to set priorities and to meet deadlines
- Capacity to assure quality, speed and accuracy in performing technical and procedural duties

##### OTHER QUALITIES

- Flexibility to work under pressure
- High degree of loyalty and responsibility in dealing with EU-related information.
- Fast learner