

JOB PROFILE	JOB REQUIREMENTS
<p>JOB FRAMEWORK</p> <p>Job title: Junior clerical staff</p> <p>Job location: Delegation of the European Commission in Cambodia</p> <p>Area of activity: Archives / mail management</p> <p>Category and career: AL / IV</p> <p>Situation: Vacant</p> <p>JOB CONTENT</p> <p>Overall purpose:</p> <p>Responsibilities include mainly the management of filing and archiving of the Delegation paper and electronic documents, under the direct supervision the Document Management Officer and under the overall supervision of the Ambassador of the Delegation of the European Union to Cambodia. The Junior Clerical Staff also supports senior secretaries in their duties as well as the reception service (back up of the reception service and of the car management responsible).</p> <p>Functions and Duties</p> <ul style="list-style-type: none"> • Registration of all incoming documents (paper or electronic) in the Delegation's central filing software database. • Circulation of incoming documents to the allocated sections of the Delegation • Support of staff for retrieving incoming documents from the central database or for registering outgoing documents • Translation of documents (notes, verbal notes, letters, etc.) from Khmer into English and vice versa • Back up of the reception when necessary (answering telephone calls in a professional manner in English and Khmer, welcoming visitors, etc.) • Back of the room and car management responsible when necessary (booking meeting rooms, booking service cars for staff) • Support of senior secretaries in their duties when requested by the management • Support of the Delegation's sections in organizing large events (invitation lists, 	<p>EDUCATION AND TRAINING</p> <p>Higher education, with preferably an experience in the field of Library Sciences</p> <p>KNOWLEDGE AND EXPERIENCE</p> <p>At least 5 years work experience before joining the European Union Delegation in similar job-related activities.</p> <p>SKILLS</p> <p>Technical Skills:</p> <ul style="list-style-type: none"> • Proven proficiency to work with Windows applications, such as Word, Outlook, PowerPoint. • Experience with various telephone systems <p>Language skills:</p> <ul style="list-style-type: none"> • Very good written and spoken English; • Written and spoken Khmer language at a professional level • French language will be regarded as an asset. <p>Communication skills: Capacity to communicate clearly in writing and verbally.</p> <p>Interpersonal skills:</p> <ul style="list-style-type: none"> • Ability to listen, to consult and to share information and ideas in a multicultural environment. <p>Personal Skills</p> <ul style="list-style-type: none"> - Must be very well-organized, very precise, very methodological, and pay high attention to detail. - Must be flexible to work under pressure and to respond quickly to new requests; - Must be highly committed to assure accuracy, quality and speed in performing the requested duties; - Must demonstrate a high degree of loyalty and responsibility in dealing with the European Union related information.

invitation cards, coordinating answers, reception and greeting invitees, etc.)

- Scanning, photocopying and printing documents
- Maintenance in good order of newspapers and magazines subscriptions
- Management of the Delegation's small library (newspapers, magazines for staff's lending)
- Participation in Daily Press Review (by scanning and distributing articles from Cambodia Daily for the "Daily Watch")
- Support the Delegation by carrying out tasks delegated to them by the management