



EUROPEAN EXTERNAL ACTION SERVICE

Job Description Form

Job description version2 (*Active*)
Job no.244278 in *DEL.China.010*
Valid from 05/03/2016 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Administrative Assistant - Chargé de mission-adjoint dans la section administrative

Domains

Generic domain

EXTERNAL RELATIONS

Specific domain

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job Family

Operational, Administrative and Secretarial Assistance

Sensitive job

No

Overall purpose

Administrative Assistant under the supervision of the Head of Administration in Beijing in the fulfilment of his/her mandate as regards the administrative management of the Delegation in accordance with existing rules and regulations, in particular as regards the proper management of human resources, infrastructure, physical assets and security of the Delegation; to assist in planning and coordination of the work of the Administration Section; to act as Deputy Head of Administration and as Deputy Imprest Account Holder.

Functions and duties

+ HUMAN RESOURCE MANAGEMENT - Management and Planning - Management of the Administration Section

- *Ensure effective planning and coordination in general of the activities of the Section, in agreement with the Head of Administration*
- *Supervise, under the overall responsibility of the Head of Administration, the staff of the Section*
- *Acting Head of Administration in the HoA's absence*
- *Identification of the training needs of the staff of the Section*
- *Manage in cooperation of other concerned officials, the recruitment process of local staff as well as trainees*
- *Manage the rights and obligations of the Delegation' statutory staff*

+ HUMAN RESOURCE MANAGEMENT - Human resource Management - Management of staff in Delegation

- *Assist in monitoring of resource needs*
- *Co-ensure that correct procedures are carried out for local staff as regards local legislation, contractual relations, pay, benefits, staff reports, promotions, salary review, etc...*
- *Maintain and manage contractual relations with the Chinese Diplomatic Service Bureau (DSB) and coordinate directly with the Chinese authorities on employment conditions anytime required*
- *Update the Head of Administration of any change in the Chinese labour law which could affect the tripartite employment contracts. Adapt the English and Chinese versions of the contractual documents. Maintain contact with the Delegation Chinese legal advisor to secure the Delegation's interests*
- *Manage in cooperation of other concerned officials, the recruitment process of local staff, contractual agents as well as trainees*
- *Manage the rights and obligations of any Delegation' statutory staff*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Management of Administrative Expenditure

- *Follow-up, adjustment and verification of the execution of the authorised budget*
- *Ensure compliance with the Financial Regulation and other legal and regulatory requirements*
- *Liaise closely with the Delegation Chinese bank for any treasury matters*
- *Revise the financial workflow anytime required*
- *Co-manage with the Head of Administration the ex-post control observations and, subsequently, coordinate the development of procedures, ensure up-to-date information to staff and availability of reference documentation to improve the administrative and budgetary processes*
- *Replace the Imprest Account Holder in the latter's absence*

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES - Administration

- *Assist in the management of the physical assets of the Delegation (offices, Residence, accommodations, motor vehicles, furniture, office and housing equipment, IT equipment, etc)*
- *Assist in procurement procedures and preparation of files to the procurement division (IBS. 2) or Building Committee (IBS.4)*
- *Administer the leave and mission plannings for all Delegation staff*
- *Plan and coordinate whenever necessary important venues and representation events (Europe Day, VIP visits, etc)*
- *Maintain close relations with the Delegation's Chinese correspondents at the Ministry of Foreign Affairs of China in Beijing as far as protocol and diplomatic issues are concerned. Manage protocol matters related to any Delegation' statutory staff*

+ SAFETY, SECURITY and CRISIS MANAGEMENT - Local Security Management

- Assist in the requests for security authorisations (including management of access badges)
- Monitor the movements of security authorised personnel
- Under the responsibility of the Head of Administration, report on and assist the Security Divisions in the investigation of breaches of security and compromise of the EU classified information
- Assist and ensure the controls over security keys and combinations
- Ensure close contacts with the Chinese diplomatic police guards stationed at the Delegation premises and their supervisors

+ REPRESENTATION, NEGOTIATION and PARTICIPATION - Representation

- Attend meetings of local European Union diplomatic missions on administrative matters
- Draft minutes of meeting of local European Union diplomatic missions of administrative matters
- Daily communication/cooperation with European Union diplomatic missions on administrative matters
- Dialogues, negotiation and cooperation with the external partners, other delegations and Headquarters (EEAS, COM) in administrative matters

Job requirements

Experience

Job-Related experience: at least 3 years

Qualifier: essential

Experience in a EU Delegation, preferably in administrative section for minimum 3 years is essential.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B2	B2	B2
English	C2	C2	C2	C2	C2
Chinese	C2	B2	C2	C2	B2

Knowledge

- Budget, Finance & Contracts
- Office administration
- Human Resources Management

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
- *Communicating*
 - *Ability to understand and be understood*
 - *Negotiation skills*
- *Delivering Quality and Results*
 - *Capacity to act upon problems*
 - *Client orientation*
 - *Ability to monitor resources*
- *Prioritising and Organising*
 - *Coordination skills*
- *Leadership*
 - *Capacity to allocate tasks and organise work*
 - *Ability to lead a team*
 - *Managerial communication skills*

Job Environment

Organisational entity

Type:

Size:

Gender balance (within the entity):

Comments:

Presentation of the entity:

Job related issues

Atypical working hours

Missions

Frequent, i.e. 2 or more missions / month

Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

Noisy environment

Physical effort / materials handling

Work with chemicals / biological materials

Radioprotection area

Use of personal protective equipment

Other

Comments:

Other

Comments: