

EUROPEAN UNION DELEGATION TO EGYPT - CAIRO

JOB VACANCY

SECRETARY TO THE FINANCE & CONTRACTS SECTION

INDEFINITE TERM CONTRACT LOCAL AGENT – GROUP IV

Scope of Work / Tasks:

- In charge of registration of all incoming and outgoing mail for designated professional staff.
- Distribution of documents and correspondence.
- Encoding in a computerised system invoices and cost claims.
- Translation of simple documents: English into Arabic or vice versa. (Other European Union member state languages would be an asset).
- Registration of telephone messages. Call back.
- Keeping schedules and appointments.
- Attending meetings inside and outside the Delegation and taking minutes (in English).
- Typing notes and other documents.
- Assistance in the preparation of reports, contracts.
- Preparation of visual aids for presentations.
- Filing.
- Assist in setting up meetings, conferences, seminars & workshops, including catering.
- Travel arrangements (tickets, hotel reservations).
- Organising with the Administration Section availability of transport (car / driver).
- Responsible for section/team stationery. Collecting requests for stationery, preparing purchase requests, obtaining required approvals and receiving supplies.
- Other support activities to members or sections of the Delegation, like clearance of personal belongings, sending invitation cards.
- Replacement of other secretaries and of Archivist in case of absence.

Profile:

- Minimum High School Diploma
- Minimum five years experience in the field of Administration or Finance or Accounting including minimum three years of secretary or assistant job.
- Excellent computer skills and knowledge of Microsoft Word and Excel.
- Professional standards of reliability, confidentiality and job dedication.
- Ability to work in a team and adapt to cultural environments.
- Written and spoken English / Arabic. Knowledge of French is an asset.
- Good organisation skills with a capacity to prioritise work.

Cairo, 28 February 2012