

JOB DESCRIPTION

EUROPEAN UNION DELEGATION TO EGYPT - CAIRO

SECRETARY OF THE SOCIAL COOPERATION SECTION INDEFINITE TERM CONTRACT LOCAL AGENT - GROUP IV (Post 48064)

The Secretary of the Social Cooperation Section, under the directives of the Head of Section, shall perform the following tasks and will have the following profile:

Scope of Work / Tasks

- Perform all secretarial jobs for the Task Managers of the Section (follow their agenda, telephone calls, filter visitors, filter calls, filing, typing letters and notes).
- Assist in the preparation of reports, contracts, etc.
- Assure the registration, distribution of documents and correspondence in conformity with internal control procedures.
- Translate simple documents (English into Arabic or vice versa)
- Assist in setting up conferences, seminars & workshops
- Assist to internal meetings including taking of minutes
- Assure travel arrangements as hotel reservations and car movements
- Assure the follow up of several management tools (annual leave plan, contract list, project plans, events calendar, etc)
- Assure the updating of the contacts directory & the mailing list
- Assuring the back-up of other secretaries of the section during their absences.

Profile

- Being trained as Secretary and /or office manager either through specialised education or from on the job experience of at least three years.
- Having ability to understand and work in a multilingual and multicultural team and to adapt to different cultural environments
- Excellent computer skills and knowledge of appropriate Software.
- Performing high professional standards with regard to reliability, confidentiality, personal integrity, loyalty and flexibility.
- Having capacity to focus on priorities and to organise work to deliver on time
- Having capacity to communicate clearly and concisely (orally and in writing)
- Having an academic degree would be an asset.
- Having an understanding of the values and missions of the European Union
- Being able to well represent the European Union when dealing with visitors.
- Written and spoken English / Arabic. Knowledge of French an asset.