



**EUROPEAN UNION
DELEGATION IN GUATEMALA**

The Delegation of the EU in Guatemala is seeking to fulfil a temporary vacancy of 3 months.

***TEMPORARY POST OF LOCAL AGENT - GROUP III
ASSISTANT G-13***

OVERALL PURPOSE:

To carry out, under the supervision of the Head of Delegation and Political Counsellor tasks related to:

ADMINISTRATIVE SUPPORT

- Keeping agenda for G-13 (organisation and preparation of meetings, arranging appointments, collecting information, preparing files and briefings).
- Participate in meetings of G-13, draft minutes and ensure follow-up.
- Organise the meetings of *Grupo de Diálogo (GdD)* y *Grupo de Coordinación de la Cooperación (GCC)* and other groups that are required.
- Assisting the political team in administrative and secretarial matters, like organisation of meetings, arranging appointments and collecting information, e.g. during the elections. During the G13 presidency of the EU.
- Organise dinners, lunches, receptions and other events.
- Constantly update the list of members of G13.
- Safeguard the records and correspondence, observing the necessary confidentiality.
- Organization and analysis of information for conducting meetings.
- Generation of proposals to improve coordination between donors and government institutions.
- General secretarial tasks

REQUIREMENTS:

- University degree, preferably in the areas of Social Sciences, Political Sciences, International Relations, Sociology, Law or Economy.
- Professional experience of at least one (2) year in the fields of pertinence to the duties to be carried out.
- Knowledge of the Guatemalan reality.
- Excellent writing skills, analysis and synthesis.
- Experience in organization of workshops, courses and meetings.
- Excellent drafting skills in English and working level proficiency of Spanish.
- Fluency in English.
- Computer skills, particularly Outlook, Word, Excel and Power Point.

ADDITIONAL REQUIREMENTS:

- Capacity to communicate clearly.
- Teamwork skills and capacity to interact within a multicultural and multilingual environment.
- Sense of initiative and capacity to work independently; high sense of responsibility.
- Ability to work effectively under pressure.
- Flexibility (openness towards new demands).
- Practical hands-on mentality.
- Confidentiality.

WE OFFER:

- A temporary contract of three months (September 21 to December 19, 2015).
- A multicultural, dynamic working environment.
- Competitive salary.
- Benefits by law.

APPLICATIONS:

Applications mentioning the reference "ASSISTANT G-13" in the subject line should be sent **in English only** by e-mail to delegation-guatemala-job-box@eeas.europa.eu before 31/08/2015 and contain the following:

- Motivation letter stating the candidate's interest, availability and salary expectation.
- Curriculum Vitae.
- Scanned copy of the academic certificates.
- Scanned copy of DPI.

Only shortlisted candidates will be contacted for interview and written evaluations.