



EUROPEAN UNION

DELEGATION TO LAOS

The European Union Delegation to Laos is looking for: Secretary (Receptionist)

We are

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy. The EU Delegation to Laos is a major development partner for Laos. With the overarching objective of reducing poverty, European ODA to Laos targets mainly the sectors agriculture, trade and economic development, education and health, and reduction of the UXO threats. Important cross-cutting areas are also supported, such as sound public financial management, good governance and human rights, and now climate change.

We offer

We offer a post of **Receptionist**. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as a Receptionist/Telephone Operator and this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as support staff carrying out the following tasks:

- Reception of visitors on the phone and persons entering the Delegation.
- Security check of the visitors.
- Screening and directing visitors and phone calls.
- Provide effective clerical support as appropriate.
- Registration of mail, Ares etc.
- Setting up of appointments

under the supervision and responsibility of the Head of Administration.

We offer a progressive career in an international environment. In addition to a competitive basic salary based on experience we offer a 37.5 hours working week and 22 days holidays per year, a pension scheme and medical insurance.

We look for a person with the following:

- High school certificate (minimum)
- Fluent in English and Lao languages
- Good knowledge of Microsoft IT packages
- Good oral and written communication skills
- Ability to work as part of a team in a multicultural environment
- Previous experience is an asset

EUROPE HOUSE

Unit 19 Setthathilath Road Hom 2 Haisok Village Chanthabouly District (PO Box 9325) Vientiane LAO PDR

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How to apply

Please send your application and supporting documents to

Delegation-Laos-Administration@eeas.europa.eu.

The package should include a cover letter and a detailed CV.

The Delegation will only notify those candidates shortlisted for interview of the outcome. Shortlisted candidates may be invited to undertake a written and oral English test.

The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to

Delegation-Laos-Administration@eeas.europa.eu

The closing date for receipt of applications is Thursday 30 June.

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