

JOB PROFILE	JOB REQUIREMENTS
<p>JOB FRAMEWORK Job Title: Secretary Job location : EU Delegation, Yangon, Myanmar Area of Activity: Finance, Contracts and Audit Section Category : DAL III</p> <p>JOB CONTENT Overall purpose: Will be the secretary of the Finance & Contracts Section at the Delegation. Will perform in an effective, efficient and timely manner the clerical tasks which he/she is requested to take care of in order to support their line manager, and contribute to the efficient functioning of the wider Finance & Contracts Section as required.</p> <p>Functions and Duties:</p> <ul style="list-style-type: none"> • To provide effective secretarial support to Finance and Contract Section. • To write official letters and other correspondence as necessary. • To draft minutes of the weekly section meetings. • To keep track record of the incoming and outgoing correspondence of the Finance and contract section • To develop and maintain the electronic filing System of the Finance and Contract section • To encode in the computerised system all incoming invoices. • To coordinate appointments of Finance and Contract staff. • To undertake other assignments that may be reasonably requested in view of the efficient functioning of the F& C Section or the Delegation 	<p>EDUCATION AND TRAINING He/she must hold a Post Secondary Education diploma (or equivalent) in any field of secretarial qualifications.</p> <p>EXPERIENCE Should have minimum 3 years of executive secretarial/ office experience preferably in an international environment Previous experience in accounting or contracts preparation environment is an asset. .</p> <p>KNOWLEDGE</p> <p><u>Technical knowledge (know how)</u></p> <ul style="list-style-type: none"> • Computer literate (and knowledge of commonly used programs such as Word, Excel, MS Project, PowerPoint, etc.) • Capable of producing high quality results within often tight deadlines • Capable and having experience in drafting official correspondence with a high degree of autonomy <p>SKILLS</p> <p><u>Linguistic skills</u></p> <ul style="list-style-type: none"> • Excellent command of the English language (written and spoken) • Knowledge of Burmese (written and spoken) <p><u>Communication skills</u></p> <ul style="list-style-type: none"> • Excellent communications skills with external and internal contacts <p><u>Interpersonal skills</u></p> <ul style="list-style-type: none"> • Ability to work as a team member with good inter-personal skills • Ability to work in a multicultural environment (knowledge of European Commission is an asset) <p><u>Intellectual skills</u></p> <ul style="list-style-type: none"> • Ability to understand and contribute to effective and efficient administration and procedures of the Finance & Contracts Team <p><u>Management skills</u></p> <ul style="list-style-type: none"> • Capacity to focus on priorities and to organize work to deliver on time. • Ability to negotiate at all levels in a multicultural and multilingual environment. • Attention to detail and accuracy <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Flexibility to work under pressure and to response quickly to new demands