



Delegation of the European Union to the Republic of the Sudan

بعثة الاتحاد الاوربي في جمهورية السودان

**VACANCY AT THE EU DELEGATION TO THE REPUBLIC OF THE SUDAN
SECRETARY / ARCHIVIST TO THE FINANCE, CONTRACTS AND AUDIT SECTION**

The Delegation of the European Union to the Republic of the Sudan invites applications for a vacant post of **Secretary/Archivist.**

The successful candidate will provide secretarial support and archivist functions to the Finance, Contracts and Audit (FC&A) Section which includes:

- Handle incoming correspondence and communications,
- Prepare/review outgoing correspondence to ensure conformity with the applicable standards,
- Handle incoming/outgoing files from/to the different sections within the EU Delegation and the Head of Delegation,
- Act as Data Entry Agent for invoices/requests for payments,
- Maintain and update an adequate filing system, including the file management list,
- Organize the FC&A archive according to the instructions,
- Perform typing and clerical services,
- Organize meetings and travel arrangements of the FC&A section members,
- Coordinate with other Secretaries,
- Any other task as may be required by the Head of Section.

As such, the position requires the following skills:

- an excellent command of spoken and written English and Arabic (knowledge of French will be considered as an asset),
- the ability to communicate in a clear and concise way,
- the capacity of listening and sharing information,
- sociability skills,
- the ability to work within a multi-cultural team,
- capacity to analyse and structure information and to identify priorities and solutions to problems

Workplace, health & safety related issues:

Given that archives are spread over 2 floors (downstairs and first floor) candidates have to be aware that the execution of the job will require a rather heavy physical effort (going up and down frequently, carrying files) and that this job will also require more than 4 hrs /day of computer use.

Job requirements:

Education: diploma, post-secondary qualification or equivalent qualification in secretarial studies (a university degree will be an advantage).

Experience: a minimum of 2 years of relevant secretarial experience is required; experience acquired in international organizations, embassies or NGO's will be considered as advantage.

Skills: computer literacy (word, excel, power point, etc.), e-mail software and internet applications, ability to work in a proactive and autonomous way, rigorous application of the applicable procedures, respect of the confidentiality in the treated files, sense of responsibility, honesty and availability

Remuneration: This position is in Group III; gross remuneration will be raised depending on years of relevant professional experience as foreseen in the applicable Local Agents' regulations and rules.

Submission of application:

Applications must be submitted in **English** and should consist of a letter (maximum 2 pages) explaining your interest and suitability for this position as well as a Curriculum Vitae (also maximum 2 pages).

Those documents should be sent **by email ONLY** to the attention of the Head of Administration on **Delegation-Sudan-LocalRecruit@eeas.europa.eu** not later than **Wednesday 30 June 2016 at 16.00**.

Applications received after the deadline or not conform to the above instructions will be automatically rejected.