

## JOB PROFILE

### JOB FRAMEWORK

**Job Title:** Secretary  
**Job location :** Delegation Bangkok  
**Area of Activity:** Political, Press and Information Section  
**Category :** AL III  
**Situation :** occupied

### JOB CONTENT

#### Overall purpose:

- To be a resource and support person for the Political, Press and Information Section at the Delegation.

#### Functions and Duties:

- Overall organisational and administrative assistance in the Section; flexibility in the working hours is expected,
- In view of working procedures, pro-actively keep track of current issues in the Section,
- Provide effective clerical support to the Section, including working with the various computerised data processing and management tools,
- Draft letters, Notes Verbales, and other official correspondence,
- Handle the correspondence of the Head of Section and of the Section, notably through the relevant IT application (Ares)
- Arrange and coordinate appointments and the diary of the Head of Section, liaising with colleagues and contacts, including logistics,
- Facilitate contacts with Thai ministries, international organisations, EU Member States Embassies and other diplomatic missions, including maintaining contacts database,
- Organise incoming visits to Thailand from the European institutions (including programme, protocol and logistics),
- Arrange missions for the Section's members (including mission programmes and encoding in MIPS IT tool),
- Handle the logistical support to the organisation of meetings/events/missions under the Section's responsibility,
- Act as the primary point of contact for guests, responding to inquiries and ensuring that guests have all the necessary details for Section's events,
- Coordinate the RSVP process for Section's events, meetings and seminars, including sending invitations and tracking responses,
- Assist in seating arrangements and other logistics to accommodate diplomatic protocol and event objectives,
- Assist with public outreach activity's guest registration and logistics coordination with internal and external stakeholders,
- Perform other ad-hoc tasks as and when required.

## JOB REQUIREMENTS

### REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Must hold a higher education degree and/or secretarial qualifications,
- Should have at least three years of executive secretarial/office experience in an international organisation or similar with a confirmed pro-active role,
- Fluency in written and spoken Thai,
- Very good command of English (written and spoken),
- Excellent interpersonal and communication skills (ability to work both independently and as a team member in a multicultural environment and communicate well both internally and externally),
- Sound political judgement, quick grasp of delicate and complex matters, and understanding of protocol and tone needed in a diplomatic working environment,
- Capability of handling politically sensitive issues in a responsible and discrete manner, ensuring confidentiality as appropriate; uncontested personal integrity and reliability is required,
- Ability to understand the workflow of the Section, focus on priorities, have a sense of initiative and responsibility, and organise work to deliver high-quality products on time/under tight deadlines with attention to details/accuracy and minimum supervision,
- Computer literacy (commonly used programs such as Microsoft Office and web browsers).

### ASSETS:

- Work history (or network of connections or similar) with external stakeholders, relevant to the Section,
- Experience in translating from Thai-English and vice-versa,
- Knowledge of the workings of European institutions and/or working in an diplomatic mission/international organisation,
- Social media skills