

Job Description for Administrative Assistant

Employer

EU Delegation	Sri Lanka and the Maldives
Location	389 Bauddhaloka Mawatha, Colombo 7

Job description

Group	LA 2
Section in the organisation chart	Administration
Next hierarchical superior (who to report to)	Reporting to the Head of Section
Working hours	full time, 37h30 per week, Monday to Friday
Working environment/conditions	Multicultural environment
Job objective	Under the supervision of the Head of Delegation and the Head of Administration, the selected candidate will contribute to the efficient administration of the Delegation's administrative operations.
Main Tasks	<ul style="list-style-type: none"> • Assist in Human resources management (recruitments, preparation of salaries, calculation of overtime, verification of conformity with local legislation, etc.) • Verify day-to-day payments (correctness, budgetary allocation, legal commitment, etc.) • Assist in the Imprest Account management (financial circuits, bank survey, monthly closure and replenishment, etc.) • Assist the HoA in the budget management and follow-up. • Overview the management of the assets of the Delegation, and the implementation of rules associated, in collaboration with the responsible staff member of the section. • Monitor Non-Compliance Events, Ex-post control requests • Assist the HoA in the preparation and update of administrative circulars. • Follow-up of accommodation files (registration in the systems, follow-up for rent payments, etc.) • Liaise with the State's protocol authorities to deal with relevant administrative issues (visas, immunities, value-added tax, etc.); • Help the Delegation's staff to interpret and implement administrative procedures, as well as IT system, and contribute to their simplification; • Assist with the formal aspects of the preparation of procurement procedures • Ensure the back-up of the HoA when absent. • Undertake other assignments that may be requested in view of the efficient functioning of the Delegation.
Personal skills	A well-organised, proactive, self-motivated person with the ability to work within a team, respecting deadlines, ability to deal with stressful situation.
Specific physical requirements (if any)	n/a

Job specifications

Qualifications	<u>Minimum requirements:</u> Upper secondary education in a relevant field (human resources, accounting, finance or business administration) <u>Considered as an asset:</u> University degree in Human Resources, Accounting, Finance of Business Administration, or other relevant field
Professional experience	<u>Minimum requirements:</u> 3 years of working experience in the field of accountancy, administration or human resources <u>Considered as an asset:</u> Working experience in a diplomatic mission
Knowledge of languages	<u>Minimum requirements:</u> EN – C1 <u>Considered as an asset :</u> Good knowledge of Sinhala and/or Tamil
Knowledge of IT tools	Good knowledge of Microsoft Office