



EUROPEAN UNION

Job Description for a Secretary

Employer

EU Delegation	Delegation Uganda
Location	Plot 17-23 Hannington Road, Crested Towers Building, 15 Floor
Duration of contract	Indefinite
Possible extensions	N/A

Job description

Group	LA3
e-Del-HRM and Sysper2 references	SYSPER2 No.355230, e-Del-HRM No.105443
Position in the organisation chart	Administration Section
Reporting relations/responsibilities	Reporting to the Head of Administration
Working hours	full time
Working environment/conditions	multicultural environment, missions,
Job objective	Under the direct supervision of the Head of Administration, support the overall administrative activities
Tasks	<p>Under the supervision of the Head of Administration (HoA),</p> <p>He/she will have to:</p> <ul style="list-style-type: none">• Participate in the tendering process of security related procurements. To draft technical specifications for all security related tenders.• Follow up on the implementation of security works at office, residence and expats' houses to ensure value for money and completion as per contract.• Coordinate and implement the Health and Safety operational procedures.• Draft monthly reports regarding the safety measures for the staff and the facilities of the EU.• Under the supervision of the HoA, monitor execution and performance of the security contracts.• To implement EU Del parking SOPs.• To follow up and update Drivers SOP and to perform fleet weekly checks.• Under the instruction of the HoA, maintain updated the inventories of the security equipment (satellite phones, radios, telephones, protective equipment, etc) as well as all the related documents (Radio network/call

	<p>signs, Warden System, etc)</p> <ul style="list-style-type: none"> • Inform the HoA of all the security system failures (CCTV system, card readers, access control system, opening of doors, fire alarms, etc.) • To coordinate and implement the annual review of fire extinguishers and smoke detectors at the office, residence, fleet and expats' houses. • Perform any other administrative tasks as assigned by the HoA
Character references	<ul style="list-style-type: none"> • Proven ability to work in a multicultural team • Strong sense of initiative • Attention to detail • Discretion and confidentiality • Ability to execute duties with accuracy • Flexibility • Good organisational skills • Stress Management • Capacity to communicate clearly, both orally and in written form.
Minimum physical requirements	

Job specifications

	Required	Appreciated
Qualifications	<ul style="list-style-type: none"> • Upper Secondary Education in a relevant field 	<p>Bachelor Degree in Social Administration/Science</p> <p>Training in Security Technologies (alarms, CCTV, monitoring equipment etc.)</p>
Professional experience	<ul style="list-style-type: none"> • Minimum 3 years of relevant experience, preferably in an international environment. • Experience in supporting and assisting a unit, and in coordinating the tasks performed there. 	<p>Experience in Health and Safety</p> <p>Administrative experience in an International Organization</p> <p>Experience in procurement</p>
Knowledge of languages	<ul style="list-style-type: none"> • English – ability to understand C2, ability to read C2, ability to speak C2, ability to write C2] 	
Knowledge of IT tools	<ul style="list-style-type: none"> • Very good knowledge of PC usage and applications related to MS office, MS Excel, internet etc. 	