



The European Commission's Directorate General for European Civil Protection and Humanitarian Aid Operations (ECHO) is in charge of the European solidarity with people in need all around the world and aims to better coordination and disaster response inside and outside Europe. DG ECHO is based on the principles of **humanity, neutrality, impartiality and independence**. Every decision ECHO takes must be in accordance with these four principles which are at the heart of the European Consensus on Humanitarian Aid.

## **ECHO Country Office (CO) for Venezuela, based in Caracas, is looking for an Administrative Assistant.**

### **Minimum requirements:**

**Education:** Secondary education or equivalent commercial school. Minimum Secretarial Diploma.

### **Knowledge and Experience:**

Demonstrate a minimum of 3 years of relevant working experience; previous experience in an Embassy, Governmental or in an International Organisation is an advantage.  
Excellent drafting skills and ability to prepare official letters (i.e protocol issues, to get visas, customs clearance, etc).  
Good communication skills and ability to work in a multicultural environment.  
Capacity to work in a multitasking position.  
Knowledge of accounting principles.  
Excellent command of Office Software package (MS Word, Excel, Power Point, Internet explorer, Outlook)

**Languages:** Excellent command of English and Spanish (oral and written).

**Job description:** The incumbent serves as supports of the work of the Administration & Finance team and ensures receptionist functions in the Office.

Activities to be carried out under the guidance of the CO Head of Office and the Administrative Coordinator:

- Manages and operates the central switchboard and visitors' attendance.
- Organizes and prepares all travel arrangements: security clearances, hotel and airplane ticket bookings and other mission needs for staff.
- Receives and dispatches all office communication, distributes incoming information.
- Keeps record of all mail sent and all documents given for signature and/or information to the EU Delegation.
- Filing and archiving.
- Drafts and processes standard and administrative correspondence; photocopies, scans and collates documents as requested.
- Translates and interprets, as appropriate.
- Assists in preparation of meetings. Manages the meeting/conference room bookings.
- Updates office staff contact list on regular basis and circulates it amongst all staff.
- Maintains an overview of expatriate staff's visa and residence permit situation, and makes necessary follow up.
- Assists in managing administration and finance operational tasks, as appropriate

This position is open to nationals and other residents of Venezuela with valid work and residence permits.

DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect for diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and developments opportunities.

As a reference, the base salary offered to a person with 3-year experience (the minimum required for the post) is € 1,492.00 and it could be higher based on the years of relevant professional work experience supported by a work certificate from previous employers.

Furthermore the base salary, the employee will receive disability/retirement allowance as well as medical coverage.  
Contracts will be ruled under the Venezuelan labour legislation.

Interested candidates should send a cover letter and their Curriculum Vitae in English as well as all the related documentation (diplomas, working attestations) to the e-mail address:

**ECHO-Administration.Managua@echofield.eu** with the subject "**ECHO-VACANCY Administrative Assistant CCS**". Applications must be received no later than **May 19, 2019**.

Immediate Availability is required.

Only shortlisted candidates will be contacted. Any kind of influence in the qualification of the request will disqualify the candidate