The European Union Delegation to the Syrian Arab Republic is looking for a:

Secretary (Beirut, Lebanon)

Who we are
The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy. While the EU suspended its bilateral development cooperation with the Government of Syria in May 2011, the EU never seized to support the Syrian population. The EU is both responding to the huge humanitarian needs and trying to increase the resilience of the population in a way that avoids further fragmentation in order to already prepare the ground for bringing the country together, socially and institutionally, when conditions will allow this. As part of our role, we also coordinate our action with EU Member States and other donors. In practice, this means that while providing our support to the Syrian population affected by this internal conflict, we also try to promote unified and coherent approaches in the way EU MS, but also other like-minded donors, provide their support. To deliver on the above, the EU Delegation in Damascus, which remains functional with regular presence of staff, and regional hubs manage the EU response to the Syrian crisis. Until the Delegation will restart a permanent and full-fledged presence in Damascus, the main office is temporarily relocated to Beirut where it is hosted by the EU Delegation to Lebanon.

Who we are looking for
A Secretary to provide administrative support in general and to carry out secretarial tasks such as maintaining proper clerical processes and ensuring appropriate assistance to persons concerned, as well as coordinating with secretaries in other sections of the Delegation. S/He will also be in charge of processing the administrative paperwork, provide general administrative and document management services. A good sense of priority setting, capacity to perform under
stress and to deliver on short and overlapping deadlines, efficiency in organising the workload, team spirit, and sense of initiative are important elements for succeeding in this function.

**Position information**

Position title: Secretary [local agent]

Reporting to: Head of Development Cooperation Section

Contract: Employment contract of three (3) years after a six-month probationary period.

Expected starting date: 1 September 2017

Work station: EU Delegation to Lebanon, Saifi, Beirut

**Areas of responsibilities/tasks**

- Provide assistance to the Head of Section in managing his agenda, filtering calls and noting messages, responding to requests of general nature or referring them to the relevant colleagues
- Provide secretarial support for (5) operational managers, particularly with reference to the registration of incoming/outgoing mail at section level and the initiation of files for circulation
- Provide logistical support in meetings/missions organisation and follow up
- Manage the section information pertaining to leaves, absences and trainings records
- Ensure that the archives and filing system of the section is well-organised, updated, and user-friendly. Apply common filing system to existing archive. Archiving documents according to filing system.
- Editing of letters, faxes, etc.
- Take minutes of section meetings

**Minimum requirements**

**Qualifications:**

Diplomas: To have either a post-secondary education attested by a diploma, or a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three (3) years in a
similar function in the private or public sector (including with other diplomatic missions).

**Technical knowledge:**

- **✓ Professional experience:** after obtaining the qualifications mentioned above, candidates will have at least three [3] years of professional experience related to tasks described at **Areas of responsibilities/tasks**, working within multicultural or international organisations, the private sector or governmental bodies.
- **✓ Languages:** Fluency in English, French and Arabic is required
- **✓ IT tools:** Good computer skills on MS Word, Excel, PowerPoint, e-mail applications and other programmes relevant for the above-mentioned tasks.

**Communication and other personal skills:**

- **✓ The ideal candidate should be a multi-tasking person with a strong sense of flexibility and responsibility, with very good communicational and organisational skills and the ability to set priorities in line with the needs of the section;**
- **✓ Very good capacity to work as member of a team and under pressure;**
- **✓ Capacity to establish and maintain good interpersonal relations at work;**
- **✓ A sense of discretion, confidentiality and responsibility are important prerequisites for this post;**
- **✓ Ability to work effectively and independently in a multi-disciplinary and multi-cultural team.**

**Specific legal requirements:**

If a non-national / non-resident candidate is selected for recruitment, he/she must present to the Delegation a valid residence and work permit for Lebanon before the contract of employment can be signed.

**Specific experience requirements:**

Knowledge of the European Union mechanisms for the delivery of external assistance in third countries will be a highly valued asset.
**How to apply**

Candidates should send:

- ✓ Curriculum Vitae [fill in the attached form] in either English or French.
- ✓ A cover letter explaining the motivations in applying for the post in either English or French.
- ✓ Scanned copies of relevant diplomas / certificates of degrees
- ✓ At least 2 references

The complete application should be sent no later than **02/07/2017** to mailbox: [Delegation-Syria-HoC@eas.europa.eu](mailto:Delegation-Syria-HoC@eas.europa.eu)

Only the short listed candidates will be contacted.