

EU DELEGATION IN SKOPJE OFFERS THE POST OF:

SECRETARY

We offer a post of Secretary in the Finance, Contract and Audit Section. The successful candidate will provide general secretarial, filing and archiving tasks, as well as other administrative support to the Section. The candidate should have strong interpersonal skills, be a team player, have a high sense of responsibility and be able to work independently once the tasks are set. A minimum of three years of professional secretarial work is required together with excellent command of English.

Please see more details of the requirements and the scope of the post in the Job Description.
Vacancy reference: SEC/FCA

Job description - Secretary

Job title

Secretary

Job Family

Administrative and Secretarial Assistance

Overall purpose

Provide general administrative and secretarial support to the Head of Section and to section members. The specific post and related duties of the employee shall be decided and may be adapted by the employer according to the needs of the European Union.

Functions and duties

+ *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES - Office management*

- *Provide assistance with the management of the service by maintaining the agenda, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and calendar.*
- *Manage missions and leave requests.*
- *Keep agenda and manage Section's annual leave and training plans.*
- *Prepare notes, minutes, routine correspondence, presentations and other texts that are needed for the overall Section activity.*
- *Provide logistical support for organisation of meetings /committees (reception of guests / attendees, liaising with the Administration Section on preparation of the room, materials, refreshment etc.).*

+ *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES - General administrative and secretarial support*

- *Ensure follow-up and respect of deadlines in the Section's activities.*
- *Maintain co-ordination with the Delegation's Secretariat.*
- *General administrative support upon instructions.*

- *Back up to the other secretary in the section and at the reception.*
- *May be called upon support to other sections.*

+ *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES - Document and mail handling*

- *Allocate registered mail to appropriate individuals and maintain up-to-date mailing lists.*
- *Draft, type, verify layout and check quality of documents presented for signature.*
- *Prepare and copy correspondence for transmission.*
- *Ensure that all records are completed in ARES.*
- *Ensure proper electronic filing and archiving of documents on the server of the EU Delegation in compliance with the internal filing/archiving policy.*

+ *INFORMATION and DOCUMENT MANAGEMENT - Document management (Staff level)*

- *Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO).*
- *Provide the files and documents needed for current work.*
- *Apply the rules for document management and archives.*
- *Arrange files and records.*
- *Receive, maintain, locate, access documents and records.*
- *Prepare files for archiving.*

Job requirements

Experience

Job-Related experience: At least three years appropriate experience as a secretary

Qualifier: essential

Understanding of EU and IPA environment is an advantage.

HOW TO APPLY

Please send your motivation letter and the standard CV [**please use word template available at <https://eeas.europa.eu/delegations/former-yugoslav-republic-macedonia/58004/>**] to

delegation-fyrom-recruitments@eeas.europa.eu

Clearly indicate the vacancy reference in the subject line of the mail.

Pre-selected candidates will be invited to a written test followed by an oral interview with shortlisted candidates.

The deadline for applications is **19 February 2019**.

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.

The Delegation of the European Union in Skopje is an interesting, dynamic, and multicultural workplace. The Delegation applies an equal-opportunity policy a working environment in its recruitment policy covering racial or ethnic origin, religion or belief, disability, age, sexual orientation, and gender. The Delegation's policy is based on a model of best practice for sustaining a work ethos whereby all employees can reach their full potential.

Please note that the Delegation does not accept unsolicited/spontaneous applications whether received by post, e-mail, or fax. These will not be considered and no response will be given. Only applications for published vacancies will be taken into consideration.

We regret that due to the large volume of applications, only short-listed candidates will be informed of the result of the selection process.