

The European Union Delegation to the Republic of South Africa is looking for:

Secretary

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 EU Delegation to the Republic of South Africa strengthens the Strategic Partnership between the European Union (EU) and South Africa (SA) by advancing political, economic and trade relations and development cooperation, in accordance with the EU's values and interests and through effective coordination with the EU's Member States.

We offer

We offer a post of **Secretary**. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Secretary – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as support staff to provide secretarial assistance to several members of staff working in the Head of Delegation's Section, but in particular report to the Deputy Head of Delegation and the Head of the Political, Information and Communication section as well as back-up of the PA of the HoD.

Tasks will include:

General administrative and secretarial assistance as well as document management services for the relevant Heads, including organising meetings, taking of minutes and follow up; transmit and ensure circulation of general / administrative information within the Delegation; handling of incoming calls and following up; contact with host country ministries and organisations as well as Embassies; management of functional mailboxes related to the Chancery and the weekly Delegation planner.

Registration and follow-up of incoming mail, correspondence, outgoing mail, etc; ensure consistent use of Ares and function as deputy Document Management Officer (DMO); deal with filing and archiving of documents; keeping all mailing lists updated.

Drafting letters, notes and Notes Verbale, etc. and ensuring proper distribution and follow up; performing administrative quality checks on files for signature, ensuring routing steps have been cleared and files are complete before submission.

Managing office equipment and keeping up-to-date the archive of the section including proper electronic filing.

Preparing representation requests/claims, mission orders/claims, etc. for DHoD and offering backup to the secretariat of the POIC section in this regard.

Keeping and coordinating the agendas of DHoD and Political Section (incl. organisation and preparation of meetings including assistance for HoM's and political counsellors meetings, arranging appointments, driver requests, collecting information, preparing files and briefings);

Setting appointments for the DHoD and Political section with third parties;

Organising / supporting external missions from Headquarters, other Delegations or other European institutions, including establishing the necessary contacts to confirm meetings and logistic arrangements;

Organising the missions of section members (travel arrangements, appointments and expenses), including appropriate use of MIPS system;

Assisting with VIP visits (inspection hotels, bookings, flights, programs, etc.);

Assisting with events hosted by DHoD/HoPOIC, (invitations, attendance list, follow up RSVPs, catering, etc.) also when other sections are involved;

Backup to the Personal Assistant to Head of Delegation. Occasional backup to the secretariat of the POIC and Trade sections; assisting in facilitating the use of social media by the management.

Place of Employment: EU Delegation in Pretoria, Republic of South Africa

Working Hours: 37,5 hours/week

Local Agent Position: Group III

Monthly Basic Brut Salary: ZAR 22,870.00

Indefinite contract subject to a successful probationary period.

We offer a competitive position in an international environment. Benefits, such as 13th salary, additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

We look for

- University diploma in Administration, Secretariat, Public Administration, Business Administration or equivalent studies;
- Minimum 3 years of relevant experience in the field of administration, secretariat, public administration or business administration;
- Ability to work as part of a team in a multi-cultural environment;
- Excellent capacity to prioritise, plan and structure information;
- Eye for detail / accuracy
- Ability to work in a proactive and autonomous way
- Strong sense of responsibility
- Flexibility (openness towards new demands, etc.)
- Open mindedness
- Discretion and confidentiality
- Strong communication skills;
- Proven familiarity with protocol requirements (i.e. precedence, seating, titles, etc.);
- Solid experience with contacting government, parliament and diplomatic missions;
- Computer literate.

Languages: Excellent command of spoken and written English, other indigenous (South) African languages, as well as French, are an advantage.

How to apply

Please send your application and supporting documents to Head of Administration, P O Box 945, Groenkloof, Pretoria 0027, or by Fax: (012) 460 9923 or E-mail to: Delegation-s-africa-jobs@eeas.europa.eu. The package should quote **Ref. No. 48428** and include a short cover letter, together with the European Commission's standard CV obtainable from our website:

http://eeas.europa.eu/delegations/south-africa_en

Shortlisted candidates will be invited for a job interview and a test.

Deadline for submissions

30 August 2017 by 18:00 hours local time

The Delegation will not supply additional information or discuss the selection procedure by telephone; please address any queries concerning this procedure to E-mail address: Delegation-s-africa-jobs@eeas.europa.eu

All applicants who are not South African citizens must have the required work and/or residency permits to be eligible for consideration.

Correspondence will only be conducted with short-listed candidates.