

The European Union Delegation to Singapore is looking for: Secretary (Temporary Post – Maternity Cover)

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 Singapore promotes closer ties with Singapore by providing an efficient and reliable communications channel between the European Union and the Singapore government.

We offer

We offer a post of Secretary (Temporary Post – Maternity Cover). Under this post the successful candidate will serve under the supervision and responsibility of the relevant head of section.

Functions and duties:

- Management of the secretariat of the Administration section, including co-ordination of appointments, liaising with colleagues and external contacts as necessary;
- Responsible for the Administration's correspondence: draft letters and e-mails, compose and type correspondence as well as verbal notes and short reports.
- Preparation of documents concerning stamp duty, GST exemption, etc.
- Contact with international and local organisations, as well as Embassies and Ministries: MFA, Manpower, Customs, etc.
- In charge of the registration of the documents, filing and archives of the Administration section.
- Management of meeting room and conference room.
- Management of the Delegation's office stationery and supplies.
- Management of the office contracts, maintenance and deliveries.
- To undertake other assignments that may be requested in view of the efficient functioning of the Delegation's administration.

The gross salary is SGD 3,037 per month.

We look for

Education

Diploma or higher.

Working experience

At least three years' experience in administrative work. Experience in the areas of Human Resources is considered an asset.

Knowledge

- Solid administrative knowledge.
- Good knowledge of diplomatic procedures.
- Computer literate: knowledge of Word, Excel, PowerPoint, Outlook.

Languages

- Excellent command of the English language: both oral and written.
- Knowledge of French and/or local languages is an asset.

Skills

Communication & interpersonal skills

- Capacity to communicate clearly, presenting complex matters in an understandable manner, both orally and in written form.
- Ability to develop contacts and to communicate effectively with colleagues and external contacts.
- Ability to work in a team.

Intellectual skills

- Ability to identify and analyse key points in verbal information and to evaluate alternatives objectively.
- Capability to clearly and effectively process and put into action ideas and approaches.

Management skills

- Capacity to focus on priorities and to deliver duties timely.
- High sense of responsibility.
- Good organizational skills.
- Sensitivity to diverse cultural environment.

Personal qualities

- Honest and discreet.
- Ability to work under pressure and to respond quickly to new demands.
- Commitment to ensure quality and attention to details in performing duties.
- Initiative and responsible.

How to apply

Please send your application and supporting documents to delegation-singapore-jobs@eeas.europa.eu. The package should include a cover letter and a detailed CV¹. Preselected candidates will be invited to a written test followed by an oral interview with shortlisted candidates. The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to delegation-singapore-jobs@eeas.europa.eu.

The deadline for applications is: Saturday 30 September 2017.

¹ It is advisable to use the following EUROPASS CV format:

<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>