

## Administrative assistant (short term position)

### Who we are :

The Permanent Representation of Belgium to the UN represents Belgium at the United Nations. We are a founding member of the Organization and strongly believe in the concept of effective multilateralism. By this token, we are an active participant in the Organization's work.

The Belgian Mission consists on a regular basis of a staff of 20 staff members. This number will rise to 30 if elected to the UN Security Council, for the period 2019-2020.

### What we are looking for:

In the framework of a temporary reinforcement, we are seeking a highly motivated colleague who will give administrative support to the Mission's diplomatic staff. The selected candidate will give support to for 5 to 7 persons. The position will last for 2 and a half years.

His / her main duties will include:

#### As a management assistant:

- Manage the manager's diary in terms of planning meetings and other appointments as well as travel/missions ;
- Make the necessary contacts with the UN Secretariat, other representations, NGO's, etc.;
- Welcome visitors in an appropriate manner;
- Receive and process incoming correspondence (mail, official and informal e-mails, etc.): study incoming post, transmit urgent affairs and delicate matters, forward to the right person for follow-up, archive the documents if necessary;
- Manage outgoing correspondence: direct answer to simple everyday questions, drafting and submission of proposed replies for more complex or delicate affairs, correction of draft letters in a foreign language, layout;
- Manage telephone communications: answer/filter/dispatch incoming calls or confirm appointments, make courtesy calls, etc.;
- Update useful lists, the mission's organization chart, directories, internal procedure memos, etc.;
- Ensure precise and accessible archiving of documents;
- Draft/prepare/proofread and, if necessary, correct various documents: verbal notes, presentations, statistical reports, internal procedure notes, etc.;
- Conduct information searches on the request of the line manager and/or on his own initiative;
- Prepare documented files for meetings, missions, etc.;
- Take part in meetings (internal and/or external), take notes and write minutes;
- Manage small accounting tasks: monitoring of representation expenses, disbursement statements, etc.;

### As an “organizer”:

- Manage the practical organization of meetings, conferences, seminars, official visits or other events;
- Liaise with protocol services, other missions, catering services, car hiring companies, hotels, etc.;
- Manage invitations and guest lists for events;
- Verify the practical preparations for official lunches and dinners;
- Regularly report on (feedback) the status of files;

Complementary roles: work can include occasional translation of short documents (Dutch/French/English), practical set up of meetings,

### **Profile**

Candidates should:

- Have proven experience as an administrative assistant;
- Have an excellent knowledge of MS Office applications (Word, Excel, Outlook, PowerPoint) and a good knowledge of internet. Knowledge of social media is an asset;
- Have excellent organizational skills;
- Demonstrate strong problem solving skills;
- Be proactive, highly motivated and an innovator;
- Be able to work autonomously;
- Be a good team player;
- Have good inter-personal skills and be service-oriented (internal and external users).
- Be able to work under pressure and to tight deadlines when necessary;
- Show a high degree of flexibility with regard to working hours (including late night hours and weekends) when necessary;
- Be reliable and trustworthy;
- Experience of working in a multi-disciplinary and multi-cultural environment is an asset.

### **Eligibility criteria**

Candidates must meet the following minimum qualifications:

- Have a higher degree of education at the BA or BS level, or a high school + 2 years of further education combined with a minimum of 5 years of appropriate experience.
- Have at least 3 years of appropriate experience;
- Have a good knowledge of English and French or Dutch. Knowledge of French and Dutch, next to English, would be considered a strong asset;
- Have a valid work permit in the United States (US citizenship or green card).

### **What we can offer**

- A rewarding international professional environment with short communication channels and few hierarchical levels;
- A large degree of autonomy and possibility for self-development;

- A competitive salary, 24 days of paid holiday leave in addition to 10 official holidays and health insurance (85% employer's contribution);
- A long term stable job perspective.

### **Practical information**

The start date of the position is **August 1, 2018** and the position will end on **December 31, 2020**.

Candidates should send their applications (cv and motivation letter) in English, Dutch or French to [priscilla.deschaetzen@diplobel.fed.be](mailto:priscilla.deschaetzen@diplobel.fed.be).

The closing date for the submission of applications is **10 June 2018**.

A preselection of candidates who best meet the criteria for the post will be made on the basis of the qualifications and professional experience described in the CV and motivation letter. Preselected candidates will be invited for an interview.