



Permanent Representation of the Kingdom of Belgium
to the United Nations

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**Vacancy for
"Administrative Officer"
at the Permanent Representation of the Kingdom of Belgium
to the United Nations in New York.**

The Permanent Representation of Belgium to the United Nations in New York is seeking an Administrative Officer for our Security Council Campaign team.

POSITION TITLE:

Administrative Officer

LOCATION/EMPLOYER:

Permanent Representation of the Kingdom of Belgium to the United Nations in New York
885 E 2nd Av. Floor 41
New York, NY 10017

Year Gross SALARY

53.484,96 \$

The Permanent Representation of the Kingdom of Belgium to the United Nations offers generous leave (24 days per annum) and a health benefits package (85%) containing medical and dental.

HOURS OF WORK:

38 hours per week

Please note that flexibility will be required.

DATE VACANCY POSTED: 30 May 2017

All applicants must:

- meet all of the essential requirements stated below;
- have work authorization in the US (US nationals or green card only)
- submit resumes and cover letters by the closing date.

All interested applicants will send their applications in before 15 June 2017.

TERMS of EMPLOYMENT:

Fixed term contract of 1 year with possibility of prolongation
Tentative starting date: 1 August 2017.

SUMMARY OF DUTIES:

The "Administrative Officer" will assist and support the "Security Council Campaign" team. She/he will be in charge of organizing events, meetings, seminars, preparing correspondence and assisting in all matters related to UN-election campaigns.

ADMINISTRATIVE REQUIREMENTS :

- * Work authorization in the United States (US-National or green card).



All candidates are presumed to have pre-existing legal status to live and work in the US.

* Eligibility for a Belgian governmental position will include a personal security and background check.

ESSENTIAL REQUIREMENTS :

* Language: Fluency (reading, writing and speaking) in English **and** at least in one of the Belgian official languages (Dutch or French) and demonstrated proficiency (reading, writing and speaking) in a second official language of Belgium.

* Experience: Demonstrated work experience in an office environment and in providing administrative support, in client services and in dealing with the general public, computer skills (proficiency in Word, Excel, PowerPoint and Outlook).

RATED REQUIREMENTS:

Candidates who meet the essential requirements will be assessed (at an interview) on the following qualifications:

- * Ability to communicate fluently in English, Dutch and/or French;
- * Strong writing skills;
- * Ability to listen attentively;
- * Ability to accurately and succinctly articulate procedures;
- * Ability to plan, prioritize and work productively and accurately under pressure;
- * Ability to remain composed when dealing with high pressure situations;
- * Ability to work effectively in a team;
- * High degree of professional integrity, tact, discretion and dependability;
- * Strong interpersonal skills;
- * High degree of flexibility and adaptability to changing circumstances.

SELECTION PROCEDURE:

The selection process will consist of a review of all written applications to ensure that applicants meet the requirements. Only those applicants who meet the administrative and essential requirements will be invited by the Head of Administration for an interview. The interview will focus on the applicant's knowledge, abilities and personal suitability for the position (rated requirements).

The candidates on the short list might be invited for a 2nd interview with the Ambassador and the Depute Permanent Representative.

METHOD OF APPLICATION:

All submissions must be electronic. Hard copy applications will not be accepted. Please indicate the vacancy title "Administrative Officer".

Please send your curriculum vitae, along with a cover letter to Sabah.Meschi@diplobel.fed.be before **15 June 2017**.

The Permanent Representation of the Kingdom of Belgium to the United Nations is committed to conducting inclusive, barrier-free selection processes.

