



Permanent Representation of the Kingdom of Belgium  
to the United Nations

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## Vacancy for a fulltime

### Executive Personal Assistant to the Permanent Representative

#### at the Permanent Representation of the Kingdom of Belgium to the United Nations in New York.

The Permanent Representation of Belgium is seeking an experienced expert administrative operative who will focus on secretarial work and organization to run the office of the Permanent Representative of Belgium to the United Nations as his Executive Personal Assistant.

#### FIELD OF ACTIVITY

Government and International Relations.

The Permanent Representation of Belgium to the United Nations represents Belgium towards the different bodies of the United Nations in New York and assists in the realization of the purposes and principles of the United Nations. The Permanent Representation is headed by the Permanent Representative. Belgium is a founding member of the United Nations and an active contributor to the multilateral system.

#### SUMMARY OF DUTIES

The Executive Personal Assistant will work directly with and under direct supervision of the Permanent Representative of Belgium to the United Nations.

As a **management assistant**, the Executive Personal Assistant will be in charge of the coordination and implementation of the administrative tasks of the Permanent Representative's office, including managing the calendar, planning meetings and other appointments, contacting official bodies and other representations, processing and managing the incoming and outgoing correspondence and drafting/preparing/proofreading various documents.

As an **organizer**, the Executive Personal Assistant will assist in the organization of high-level missions (including at Ministerial and Head of State level), conferences, seminars, official hospitality events at the Residence of the Permanent Representative and other activities, including drawing up timetables, lists of participants and invitations, and overseeing the logistical and practical aspects to ensure a successful organization of those activities.



## ESSENTIAL EDUCATION, LINGUISTIC and EXPERIENCE REQUIREMENTS

Candidates must demonstrate clearly how they meet these education, linguistic and experience requirements:

- \* Education: Minimum short type higher education/BA or equivalent relevant experience. A master degree would be a plus.
- \* Language: Professional proficiency in English (minimum C1, from the Common European Framework of Reference for Languages), professional proficiency in French and/or Dutch (minimum C1).
- \* Experience: Demonstrated at least two years of work experience in an office environment providing administrative support, client services, contact with the general public and computer skills (proficiency in Microsoft Office (Word, Excel, PowerPoint,... and Outlook). Prior experience in a similar position would be an asset. Minimum two years of experience in an international and/or Belgian setting would be a plus.

## PERSONAL AND BEHAVIORAL SKILLS

Candidates will be assessed on the following personal and behavioral skills:

- \* Be service-oriented
- \* Present a high degree of professional integrity, reliability, discretion and loyalty
- \* Plan, prioritize and work productively and accurately
- \* Remain composed and efficient even when dealing with high pressure situations
- \* Contribute to a good team spirit by listening to the opinions of others, by being prepared to help spontaneously and by avoiding and resolving disputes
- \* Be flexible and ready to adapt to changing circumstances
- \* Be capable of self-development
- \* Develop an active network

## SELECTION PROCESS

Date vacancy posted: **30 August 2021.**

Please send your curriculum vitae in PDF format, along with at least two letters of reference and with a cover letter in the body of the e-mail introducing yourself and stating your motivations. All interested applicants will send their applications in **before Friday 17 September 2021 (midnight EDT)** to [marie-adelaide.mathei@diplobel.fed.be](mailto:marie-adelaide.mathei@diplobel.fed.be). Please indicate the vacancy title as subject of your email: "Executive Personal Assistant".

The selection process will consist firstly of a review of written applications. Selected applicants will be invited for an assessment of the personal and behavioral skills (see above), tentatively scheduled between 27 and 29 September 2021. The assessment will include written test(s) and an interview focusing on the applicant's knowledge, abilities and personal suitability for the position. Applicants who haven't been selected for the test(s) and interview will not be contacted.

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

## ESSENTIAL ADMINISTRATIVE REQUIREMENTS

- \* Work authorization in the United States (all candidates are presumed to have pre-existing legal status to live and work in the US);
- \* Eligibility for a Belgian governmental position might include a personal security check.



**TERMS of EMPLOYEMENT**

Fixed term contract of 1 year, renewable (no automatic renewal).  
Tentative starting date term between 15/11/2021 - 15/12/2021.

**HOURS OF WORK**

40 hours per week on average.  
Please note that some flexibility will be required in busy times.

**SALARY (year)**

Starting from 70,680 \$ (gross salary). The Permanent Representation of the Kingdom of Belgium to the United Nations offers a competitive salary, generous leave (24 days per annum) and a health benefits package (85% covered, 15% co-pay) containing medical and dental.

