

## Logistical and technical agent / Head of Administration

(short term 2.5 y / possibility of conversion to permanent 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:

We are seeking a highly motivated colleague who, under the supervision of the Deputy Permanent Representative, will be in charge of all administrative, technical and logistical matters.

His / her main duties will include:

#### Administrative and Human Resources tasks:

- Initiate and follow up of hiring procedures of local staff;
- Deal with all administrative issues regarding existing contracts of locally hired staff (contracts, health insurance, etc);
- Provide general administrative support and information to the staff members on rotation (temporary housing, rental contracts, etc);
- Provide support to newly arrived staff members;
- Deal with organization of holiday leave of all staff;
- In charge of hotel reservations and car hiring for incoming missions.
- Deal with administrative issues related to the Ambassador's Residence;
- Give input for Mission budget requests in cooperation with the officer in charge of accounting;
- Coordination of media subscriptions.

#### Logistics and ICT:

- Come up with solutions for all logistical needs and oversee their implementation
- Coordination of all ICT-related issues (in coordination with our ICT specialists in Washington);
- Deal with all issues related to the physical organization of the office space;
- Deal with all issues related to inventories;
- Overseeing maintenance at the chancery and Residence (contacting contractors, follow up of work, etc);
- Overseeing the proper functioning of office machines (incl. maintenance contracts);

The position can include additional duties depending on the needs of the Mission. This will be in particular the case (but not necessarily limited to) when there are large incoming delegations.

The position is for a fixed duration (until February 2021), but it may eventually be converted to a permanent position.

## Profile

Candidates should:

- Have proven experience in the administration and/or human resources field;
- Have an excellent knowledge of MS Excel and MS Word, and a good knowledge of IT-architecture in general.
- Have excellent organizational skills;
- Demonstrate strong problem solving skills;
- Show a good understanding of budgeting processes;
- Be proactive, highly motivated and an innovator;
- Be able to work autonomously;
- Have good inter-personal skills and be client-oriented;
- 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;
- 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 10 years of appropriate experience.
- Have at least 5 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 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).

## Practical information

The start date of the position is **August 1, 2018**. The end date is **February 1, 2021**, with a possibility that the position will become a permanent position.

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