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| **JOB PROFILE** | **JOB REQUIREMENTS** |
| **JOB FRAMEWORK**  Job Title: Secretary to the Head of  Cooperation  Job Location: Delegation Lusaka  Area of Activity: Operations  Category: LA (Group III)  Situation: Vacant (as of 01/02/2022)  **JOB CONTENT**  **Overall purpose:**  To assist the Head of Cooperation in all administrative, technical and logistical day to day business.  **Functions and Duties:**   * Assistance in coordinating regular reporting to Brussels (Financial Forecasts, EAMRs and JAR). Assistance in the coordination with other CPs in Zambia, in particular under the WHIP coordination responsibility assumed by the Delegation * Assistance in planning HQ or other missions involving the operations area * Taking up if necessary(in case of vacancies) some technical or administrative tasks in one of the operational sections * Filing of EDF programming documents, main documents related to national and regional projects, maintaining the filing system * Contribute to administrative quality checks on files for signature * Registration of incoming and outgoing correspondence * Type and dispatch correspondence including mail for diplomatic pouch * Drafting minutes of meetings (notably monthly operational + F&C sections meetings) * Receive and escort visitors from and to reception for security clearance * Schedule the Head of Cooperation's appointments and arrange for meetings * Manage information on missions, holidays, leave and absence records * Photocopying documents and binding of reports * Attend to any other assignment as and when required by the Head of Cooperation. | **EDUCATION AND TRAINING**  Bachelor Degree  **EXPERIENCE**  At least five years secretarial experience in administrative, management  **KNOWLEDGE**  **Specialist Knowledge (know what)**   * Solid administration/secretarial knowledge   **Technical knowledge (know how)**   * Computer literate (knowledge of Word processor, Excel, spreadsheet, databases, PowerPoint, internet, etc.) * Can operate office equipment such as fax, scanner, photocopying machine, etc.     **SKILLS**  **Linguistic skills**   * Good command of the English language; both oral and written * Knowledge of French is an advantage.   **Communication skills**   * Capacity to communicate clearly, presenting complex matters in an understandable manner, both orally and in written form. * Ability to develop contact and to communicate confidently with colleagues and important external contacts.   **Interpersonal skills**   * Team work skills * Ability to support in building cooperative working relationships with other sections.   **Intellectual skills**   * Ability to identify and analyse key points in verbal and numerical 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 organisational skills * Sensitivity to diverse cultural environment.   **PERSONAL QUALITIES**   * Ability to work under pressure and to respond quickly to new demands * Commitment to assure quality, speed and attention to details in performing duties * Initiative and responsibility * teamwork ability * high flexibility * honesty and discretion |