

Job Description for Group 3. Secretary

Employer

EU Delegation	<i>Manila, Philippines</i>
Location	<i>30th Floor Tower 2, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200</i>

Job description

Group	<i>Local Agent Group 3</i>
e-Del-HRM and Sysper2 references	<i>e-Del-HRM reference number 373245; Sysper reference number 500102</i>
Section in the organisation chart	<i>Cooperation Section</i>
Next hierarchical superior (who to report to)	<i>Head of Cooperation Section</i>
Working hours	<i>Full time</i>
Working environment/conditions	<i>Multicultural environment</i>
Job objective	To provide general assistance, mainly administrative and secretarial support to the Cooperation Section, in particular for the Head of Section. The specific post and related duties of the employee shall be decided and may be adapted by the employer according to the needs of the Cooperation section.
Main Tasks	<ul style="list-style-type: none"> • Assist the Programme Officers (PO) of the Cooperation Section in the dissemination of project results at workshops, seminars, conferences, missions and other public events. • Organise bi-monthly EU Development Counselors meetings and follow-up on minutes • Pro-actively engage with Government and Development Partners' counterparts on their programs and update contacts regularly • Be in charge of agenda-setting for the Head of Section, prioritizing engagements independently, and maintaining business continuity (missions, holidays, leave and absence records and similar personnel administrative formalities) for the entire section • Oversee mission and representation budgets and planning for the section • Contribute to the Lisbon Treaty monitoring of the Delegation • Contribute to missions of the section (travel arrangements, bookings, agenda-settings, maintaining contacts with counterparts) and from HQ (travel arrangements, appointments, expenses, protocol issues). • Ensure that the actions of the section are in compliance with Commission's guidelines, especially INTPA procurements • Assist in launching calls for proposals and related procedures • Follow-up on tasks related to project management in the context of INTPA regulations (e.g. counter-signature of contracts, respect for deadlines) • Monitor reported expenditures in costs statements and ensure correspondence of services/goods delivered • Oversee and plan section archives (physical and ARES). • Answer inquiries on cooperation projects and other inquiries on the Delegation's functions. • Maintain training plan and consolidate training requests of the section and for budget request as required by HQ and the Delegation. • Undertake any other assignments that may be required by the Head of Section, in view of the efficient functioning of the Delegation. •
Personal skills	<ul style="list-style-type: none"> • Ability to work under pressure and to respond quickly to new demands • Commitment to assure quality, speed and accuracy in performing duties • Initiative and responsibility

	<ul style="list-style-type: none"> • High flexibility • Capacity to communicate information • Drafting skills • Coordination skills • Planning capacity • Ability to work as a team member with good inter-personal skills • Ability to work in a multicultural environment is considered an asset • Confidentiality
Specific physical requirements (if any)	N/A

Job specifications

	Compulsory minimum requirements	Assets
Qualifications	Secondary/High School Diploma	Proven solid knowledge in administrative and secretarial matters
Professional experience	Relevant experience of at least 3 years in the field related to secretarial support in development assistance	Previous experience in a diplomatic or international mission
Knowledge of languages	<ul style="list-style-type: none"> • Excellent command of the English language, both oral and written • Fluent in Tagalog 	Knowledge of French or other EU language
Knowledge of IT tools	High level of computer literacy (Word, Excel, PowerPoint, etc.)	Knowledge of EC and/or EEAS internal applications