

## Job Description for Group 3. Secretary / **Secretary**

### Employer

<b>EU Delegation</b>	The Delegation of the European Union to Barbados, the Eastern Caribbean States and the OECS, covering relations with the EU's Caribbean Overseas Countries and Territories
<b>Location</b>	Bridgetown, Barbados

### Job description

<b>Group</b>	LA-3
<b>e-Del-HRM and Sysper2 references</b>	Sysper post no 512361
<b>Section in the organisation chart</b>	Regional Partnerships – Global Gateway Climate/Energy Investments
<b>Next hierarchical superior (who to report to)</b>	Head of Unit – Regional Partnerships
<b>Working hours</b>	37.5 hour per week
<b>Working environment/conditions</b>	International and multi-cultural environment.
<b>Job objective</b>	Under the supervision of the Team Leader, in the framework of the implementation of actions and Global Gateway initiatives within the MIP 2021-2027, to provide general administrative, logistical and document management support services to the Team.
<b>Main Tasks</b>	<p><u>+Administrative and logistical support</u></p> <ul style="list-style-type: none"> <li>• Coordinate inputs into various operational and reporting processes (annual reports, risk assessments, leave and travel planning, etc.) and compile relevant information into the relevant templates and systems.</li> <li>• Coordinate the maintenance of updated factsheets, PowerPoint, data on programme.</li> <li>• Answering and screening incoming calls.</li> <li>• Prepare correspondence, minutes, duty free letters, and assist with any other secretarial and administrative requests of the Team.</li> <li>• Organise incoming and outgoing mail, including electronic registration in relevant systems.</li> <li>• Maintain an efficient and effective filing system for the Team, assuring easy retrieval of pertinent documents.</li> <li>• Organise the mission of members of the Team (travel arrangements, authorisation, reservations, expense claims, etc.).</li> <li>• Assist with the administration of the Team's leave, absences, work plan, and any area related to personnel management.</li> <li>• Organise logistics, coordination and set up of meetings, conference and events, including visits from Headquarters etc.</li> <li>• Provide back-up support to other Team and the office of the Head of Unit/Deputy Head of Unit – Regional Partnerships during absence of the respective secretaries.</li> <li>• Execute at the request of the Team Leader, such other general administrative support tasks as deemed necessary in the interests of the Delegation.</li> <li>• Keep abreast about developments related to the section portfolio and main issues concerning the section</li> <li>• Under the guidance of officers in the Team, conduct research, compile and prepare reports and other materials as required.</li> </ul>

<p><b>Personal skills</b></p>	<p>+ <u>Knowledge</u></p> <ul style="list-style-type: none"> <li>+ Know what Filing methods and records management: Excellent</li> <li>+ Know how Computer tools like MS Word, Excel, Access, and Outlook: Excellent Document management: Good Secretarial technique: Excellent</li> </ul> <p>+ <u>Skills</u></p> <ul style="list-style-type: none"> <li>+ <u>Communication skills</u> <ul style="list-style-type: none"> <li>• Ability to communicate clearly: Excellent</li> <li>• Ability to draft well/precisely: Excellent</li> </ul> </li> <li>+ <u>Interpersonal skills</u> <ul style="list-style-type: none"> <li>+ <u>Working with others</u> <ul style="list-style-type: none"> <li>• Ability to work in a team: Excellent</li> <li>• Ability to listen, to consult and share information with others : Excellent</li> <li>• High degree of integrity and discretion: Excellent</li> </ul> </li> </ul> </li> <li>+ <u>Intellectual/problem solving and judgment skills</u> <ul style="list-style-type: none"> <li>• Ability to identify and analyse key points in verbal, written and numerical information: Good</li> <li>• Assess and compare and provide recommendations to Head of Administration: Very Good</li> </ul> </li> <li>+ <u>Management /Organisational skills</u> <ul style="list-style-type: none"> <li>+ <u>Delivery of results/management of work</u> <ul style="list-style-type: none"> <li>• Good organisation, planning and reporting capabilities. Able to work to deadlines. Ability to deal with a multitude of tasks simultaneously: Excellent</li> <li>• Proactive and problem solving: Excellent</li> </ul> </li> </ul> </li> </ul>
<p><b>Specific physical requirements (if any)</b></p>	<p>N/A</p>

**Job specifications**

	<b>Compulsory requirement</b>	<b>Asset</b>
<p><b>Qualifications</b></p>	<p>Post-secondary school certificate in Business Administration, Secretarial Studies and/or Office Management from a recognised institution OR in absence of one of the aforementioned qualifications: relevant professional experience as indicated below of at least 7 years.</p>	
<p><b>Professional experience</b></p>	<p>Minimum of 3 years <i>relevant</i> experience preferably in a diplomatic and/or international establishment or in a position with a similar scope.</p>	<p>Prior professional experience with European Union and/or European Member States offices would be considered an asset.</p>
<p><b>Knowledge of languages</b></p>	<p>English (EN-C1): Active oral and written command: Excellent.</p>	
<p><b>Knowledge of IT tools</b></p>	<p>Good knowledge of IT tools for e.g. Microsoft Word, Excel, PowerPoint and Outlook.</p>	<p>Knowledge of other IT tools or programming would be considered an asset.</p>