



VACANCY NOTICE

JOB TITLE: SECRETARY

LOCAL AGENT GROUP III

Ref: 157217 – PTC Section

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to the Islamic Republic of Pakistan, Islamabad was established in Pakistan in 1985 with the objective of fostering closer and stronger ties between the EU and Pakistan, which expanded considerably since. The EU Delegation works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Pakistani government in areas that are part of the EU's remit.

We offer

The post of Job Description Headline (Local Agent Job Profile of Secretary, Group III in the Delegation's Political, Trade and Communication (PTC) Section. The team consists of 8 people and there are occasional a typical working hours.

Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. The successful candidate will serve under the supervision and responsibility of the Head of Political, Trade and Communication (PTC) Section, providing support, expertise and assistance in the relevant field.

Following main tasks and duties are currently required:

1. **Operational & Administrative Support:** Providing proactive support for the preparation and implementation of EU coordination meetings, including drafting, editing, formatting and filing of documents, notes and presentations according to the EU standards. Manage functional mailboxes and the outlook calendar, respond to general enquires and other communication.
2. **Time Management & Scheduling:** Proactively manage complex calendar preferences for the PTC Head of Section and team by prioritising conflicting engagements and meetings and communicating schedule changes to relevant internal/external stakeholders.
3. **Logistics & Mission Support:** Coordinating logistics for out of office meetings, liaising with Administration Section and vehicle fleet of the EU Delegation. Encoding missions in the internal system, arranging folders for meetings, honouring tight deadlines. Also arrange by organising the access for visitors to the building and welcoming/escorting visitors in accordance with security regulations.
4. **Data Management & Systems:** Maintaining up-to-date mailing service with timely and accurate filing, both electronic and paper, and EU's internal filing systems.
5. **Communication & Liaison:** Serving as a key contact point for internal staff and external counterparts, including government officials, consultants, partners and be able to promptly arrange meetings with interlocutors.
6. **Dutiful Tasks:** Monitoring and following up tasks with interlocutors and keeping track of the deliverables. Providing back-up support to other Team members and management Personal Assistants, when needed.

- Provide logistical support for the organisation and coordination of meetings, video conferences and workshops involving the Division members, including by organising the access for visitors to the building and welcoming/escorting visitors in accordance with security regulations;
- Support in the organisation of missions of the Division, using MIPS+ application;
- Ensure the preparation of briefing files, speeches, etc.;
- Ensure proper implementation of procedures regarding document management as the Document Management correspondent in the Division; registration of incoming and outgoing correspondence in ARES, including attribution of the documents to the respective colleague(s);
- Handle classified and sensitive documents;

The base salary will depend on relevant and verified employment experience, typically starting from **194,409 PKR**. There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

The expected start date will be **01/06/2026**.

Minimum requirements / eligibility criteria (necessary for the application to be considered)

- Minimum of Bachelor's Degree or a High School Certificate.
- Minimum of 5 years of relevant clerical experience, preferably in a renowned diplomatic mission or a prominent international organization in case of a Bachelors Degree and 8 years in case of a High School Certificate.
- Have a good sense of initiative, prioritization and teamwork,
- Have a good drafting and communication skills,
- Have a good sound computer skills which include Microsoft Office and good knowledge of standard administrative procedures.
- Be able to work and deliver under pressure and in a timely and flexible manner;
- Fluency in Urdu and advanced knowledge of English (minimum B2 level).
- Right to residence and work in Pakistan;
- Good standing as citizen/resident;
- Medical fitness to carry out the tasks assigned.

Assets/selection criteria (basis for awarding points to select the best applicant)

- Asset relevant to Task 1: advanced level of computer skills (Word, Excel, PowerPoint, Outlook, Webex.) and language skills (command of written and spoken English at C1 level);
- Asset relevant to Task 2: advanced level of time management and organizational skills,; capacity of organizing and coordinating meetings and agendas.
- Asset relevant to Task 3: good organizational skills and ability to work efficiently under time pressure.
- Asset relevant to Task 4: archiving experience or training;
- Asset relevant to Task 5: interpersonal skills, flexibility and capacity to work under pressure; network of connections in the area of relations with external stakeholders, events and public relations;
- Asset relevant to Task 6: knowledge/experience of EU policies, of international relations, of inner workings of Pakistan's politics/media/economy.

How to apply

The applicant must apply by sending

- a **cover letter**, signed
- a Curriculum Vitæ (to include, at the minimum, exact job titles, employers names and detailed tasks descriptions) using one of the **Europass templates** available at: <https://europass.europa.eu/en>

all documents to the following email address: eeasjobs-168@eeas.europa.eu

And mention in the email' subject: “ Ref: 157217 – JOB TITLE: SECRETARY “

no later than 17:00 hrs PST by 13/04/2026.

Caution: The applicant must verify that he/she fulfils all the conditions. For easy verification, the applicant must mark all the squares relating to each document or application condition. The absence of one of these conditions or documents is a reason for the rejection of the application

The process

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose.

Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates-based assessment of the information provided in the cover letter, CV, written test and interviews. At least 3 of the most suitable candidates will be invited to the final interview.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments to the Delegation's Administration.

The successful candidate will be subject to a pre-recruitment medical check, background check, etc.

EQUAL OPPORTUNITIES:

The European Union is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EU is committed to promoting gender equality, preventing discrimination on any grounds and ensuring a zero tolerance approach to any form of harassment. It actively welcomes applications from all qualified candidates from diverse backgrounds. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

If pre-selected, candidates with disabilities are invited to contact the Delegation delegation-pakistan-hoa@eeas.europa.eu. in order to accommodate any special needs and provide assistance to ensure equality of opportunities with other candidates.

If a candidate with a disability is selected and recruited, the EEAS is committed to appropriate measures in order to accommodate his or her special needs to the working place or working conditions in accordance with Art 4 of the Decision ADMIN(2025)13 of the Director-General for Resource Management of the European External Action Service on providing reasonable accommodation for local staff with disabilities working in Union Delegations.

DATA PROTECTION NOTICE:

https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment_en