

Position Code	Position Title	
ALS 01	Administrative Officer to the Head of Mission/Deputy Head of Mission Office	
Department/Unit	Location	Post Group (Local Staff)
Head of Mission Office	Yeghegnadzor	II

The Administrative Officer reports to the Executive Officer (EXO), Chief of Staff, Deputy Head of Mission and Head of Mission, depending on the relevance of the subjects.

Duties and Responsibilities

- To execute his/her functions, as all described below, in close cooperation and coordination with the Administrative Officer to the Chief of Staff, the Interpreter and Protocol Officer, as well as with the Administrative Liaison Officer in Yerevan;
- To plan, coordinate, facilitate and execute all aspects related to foreign and domestic high-level visits, groups, press/media visits, functions, ceremonies and special events hosted by the Mission;
- To support the Head of Mission Office ensuring the overall smooth running of the day-to-day office processes and assisting HoM and DHoM in their daily work, and whenever requested also the Chief of Staff;
- To support the HoM Office in its liaison with the Armenian, Azerbaijan and international counterparts and to act as Point of Contact for Armenian authorities wishing to engage with the Mission;
- To provide dedicated administrative support to HoM, DHoM and, whenever requested, also to the Chief of Staff, which includes typing of letters, and reports, and organising the translation of such reports;
- To ensure that the Procurement Requests and budgetary matters prepared by members of the HoM Office are in line with the Mission's guidelines, rules and regulations and to provide feedback to the respective members of the Mission;
- To act as the focal point for part of the HoM Office engagement on finance, Human Resources and procurement processes;
- To maintain the calendars, leave, duty and travel plans of HoM, DHoM and also, whenever requested, of the Chief of Staff;
- To maintain the correspondence in/out system of filing and retrieval, including allocation of file reference numbers;
- To schedule appointments and meetings with local authorities, other international organisations and others as identified by HoM and DHoM, as well as, whenever requested, by the Chief of Staff;
- In coordination with the Administrative Officer to the Chief of Staff, to support the HoM Office in facilitating all aspects of duty travel by overseeing and reviewing submitted duty travel orders and Mission statement of expenses. Prepare HoM/DHoM and the Chief of Staff Mission travel orders and expenses claims;
- To follow up on counterparts' requests for information, including on matters requiring the action of HoM/DHoM and also, whenever requested, of the Chief of Staff, in partnership with the Heads of Departments or senior management team;
- To liaise as appropriate for hospitality services for visits with the Logistics Unit;
- To draft ad hoc correspondence for HoM, DHoM and also, whenever requested, the Chief of Staff;
- To support the HoM Office in preparation of background papers and organising of papers/folders for official trips and meetings, in coordination with the Mission Support and other relevant Departments;
- To follow up on representation expenses with the Mission Support Department;
- To perform other duties as required by HoM or DHoM as well as, whenever requested, by the Chief of Staff, and to act as a back-up of the other staff members working closely with them, in particular the EXO to HoM where appropriate

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full university studies attested by a degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy Philology, Humanities or a closely related field of study, where the normal duration of university education in the country awarded is 3 (three) years or more (e.g. Bachelor's Degree);
- After having obtained the university degree, a minimum of 5 (five) years of relevant and proven full-time professional experience in the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the position;
- Professional fluency in English and Armenian languages, both oral and written;
- Excellent communication skills of English and Armenian;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and organizational skills, with a service and project-oriented approach.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Fluency in Russian language;
- Experience of working in an intercultural environment, with respect of diversity;

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule if required.