

EUROPEAN EXTERNAL ACTION SERVICE



European Union Special Representative
for Central Asia

Job Description for the post of Assistant to the team of the EUSR for Central Asia

ANNEX I

Organisation:	European Union Special Representative for Central Asia
Job Location:	Brussels, Belgium
Availability:	From November 13, 2023 to February 28, 2025
Contract Regime:	Fixed term local Contract under BE law
Job Titles/Vacancy Reference:	Assistant to the team of the EUSR for Central Asia
Number of posts:	1 post
Deadline for applications:	Monday, 9 October 2023, 17:00 Brussels time
Email address to send the CV and completed application template:	EUSR.CENTRALASIA@eeas.europa.eu
Additional information:	EUSR.CENTRALASIA@eeas.europa.eu

Assistant to the team of the EUSR for Central Asia

The EU Special Representative for Central Asia wishes to appoint an Assistant, who will provide administrative, communication and logistical support for her team's work.

The post is based in Brussels, is subject to Belgian employment law, and is for a fixed term, until February 28, 2025.

The Assistant will be responsible for managing the EUSR office, agenda, office correspondence and communications, (virtual) meetings, hosting visitors, mission travel, conferences and other miscellaneous tasks.

The Assistant will work as a key member of the EUSR's team and will collaborate with the team of Political Advisors and staff of the EU institutions, especially the EEAS.

A candidate must be a citizen of an EU member state.

The closing date for applications is Monday, 9 October 2023, 17:00 Brussels time.

Completed application form and CV should be sent to:

EUSR.CENTRALASIA@eeas.europa.eu

Job Title	Assistant to the team of the EUSR for Central Asia
Job Description	<ul style="list-style-type: none"> ○ being the focal point at the EUSR office in Brussels for incoming calls and correspondence, including via the functional mailbox ○ help with correspondence and contacts concerning appointments and the preparation of missions and meetings ○ coordinate mission preparations, including booking tickets and hotel rooms as well as obtaining visas for the EUSR team ○ helping to update the webpages/social media ○ maintain the planning calendar of the EUSR team ○ establish and keep up to date the contact list of the EUSR team ○ assist the EUSR team in the organization of seminars and conferences (agenda planning, reservation of air tickets, train tickets, hotel reservations, transport and registration of participants, preparation and distribution of files and lists for all participants, preparing logistics maps, making copies of documents, etc.) ○ ensure the filing and storage of documents, including the systematic establishment of an archive (ICT and on paper) for reports and correspondence ○ liaising with the EEAS Secretariat and other stakeholders on technical and administrative issues such as office equipment, furniture, telephones, computers and computer connections ○ help the administrative and financial officer with mission travel claims ○ perform all other tasks falling within the mandate of the EUSR as requested by the EUSR
Minimum Requirements	<p>MINIMUM REQUIREMENTS</p> <ul style="list-style-type: none"> ○ Third-level education, at least to primary degree level or equivalent ○ Relevant experience of working in an employment which requires a high degree of confidentiality ○ Excellent skills and experience in the use of information and communications technologies ○ Excellent knowledge of Microsoft Word, Excel and other programmes in the Microsoft package ○ Excellent written and spoken English; knowledge of French and Russian languages would be an advantage ○ Experience of Event Management ○ Good interpersonal and communications skills and an ability to work in a multi-cultural environment
Terms & Conditions	<p>TERMS & CONDITIONS</p> <ul style="list-style-type: none"> ○ A fixed term contract under Belgian law is offered until February 28, 2025. ○ The selection procedure will take place shortly after the expiry of the deadline for submitting the applications ○ Competitive salary package according to experience ○ The candidates considered to be most suitable will be short-listed and, if selected, interviewed by audio/video WebEx/phone ○ The EUSR will be responsible for the final selection
Application procedures	<p>APPLICATION PROCEDURE</p> <ul style="list-style-type: none"> ○ E-mail address to send your CV & completed job application form: EUSR.CENTRALASIA@EEAS.EUROPA.EU ○ All applicants must complete the application form ○ Applications submitted without the form will not be considered ○ Please do not send at this stage recommendation letters. Only shortlisted candidates will be asked to provide such letter ○ Please do not contact the EUSR office as only those shortlisted will be contacted

