

JOB PROFILE

JOB FRAMEWORK

Job Title: Secretary to the Head and Deputy Head of Delegation
Job location : Delegation Bangkok
Area of Activity: Office of the Head and Deputy Head of Delegation
Category : AL III
Situation : Occupied

JOB CONTENT

Overall purpose:

The agent provides secretarial, logistical and protocol support to the Front Office of the Head and Deputy Head of Delegation.

Functions and Duties:

- Provide secretarial, organisational and administrative support to the Office of the Head and Deputy Head of Delegation.
- Keep and facilitate contacts with Thai institutions, Embassies, international organisations and other local interlocutors. Create and maintain contact lists
- Handle organizational, logistical, protocol and social aspects of high-level external and internal events, visits, missions, meetings and receptions.
- Handle correspondence in both English and Thai, translating when necessary.
- Draft letters and other official correspondence in English and Thai.
- Back-up the Head of Delegation's Personal Assistant during their absence.
- Occasional translations from Thai to English or English to Thai
- Perform other duties as requested.

JOB REQUIREMENTS

EDUCATION AND TRAINING

Secondary High school; University degree an asset.

QUALIFICATIONS AND EXPERIENCE

- At least 5 years of senior secretarial/office experience
- Previous experience working in foreign missions or international organisations.
- Excellent oral and written communications skills in Thai and English.
- Computer literacy in key software packages (Word, Excel, Outlook); ability to work with databases; ability to use social media.
- Ability to work both independently and as a team member in a multicultural environment.
- Proactive, problem-solving attitude; ability to work under pressure.
- Availability to occasionally work out of core office hours (e.g. in case of visits, receptions).
- Good understanding of diplomatic protocol and norms.
- Capable of handling sensitive issues in a responsible and discrete manner, ensuring confidentiality.

ASSETS

- Experience with translation/interpretation.
- General knowledge of the European Union, the European Commission, its rules and functioning.