



European Commission

Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO)

Panama City/Panama

The European Union and its Member States are the world's leading donor of humanitarian aid. Relief assistance is an expression of European solidarity with people in need all around the world. It aims to save lives, prevent and alleviate human suffering, and safeguard the integrity and human dignity of populations affected by natural disasters and man-made crises.

Through its Civil Protection and Humanitarian Aid Operations department, the European Union helps millions of victims of conflict and disasters every year. With headquarters in Brussels and a global network of field offices, the European Union provides assistance to the most vulnerable people on the basis of humanitarian needs.

ECHO Regional Office (RO), based in Panama, is looking for an Administrative and Logistic Assistant

Minimum requirements:

Education: A relevant first level university degree or equivalent professional experience.

Knowledge and Experience:

Minimum 5 years of relevant work experience at national or international level in the areas of administration, procurement, or logistics.

Knowledge of working processes (purchase orders, preparation of contracts for services and goods, tendering, protocol, etc.).

Previous experience in a Governmental or other International Organisation is an advantage.

Good communication skills.

Capable of working under pressure in a multitasking position.

Ability to work in a multicultural environment.

Good experience in the usage of computers and office software packages (MS Word, Excel, etc.).

Languages: Fluency in English and excellent command of Spanish (oral and written).

Job description: Responsible for the procurement, provision of equipment and logistics support to DG ECHO Offices and for ensuring the smooth running of the office maintenance. Responsible for the assets, fleet, and inventory management as well as for TA/settlement & protocol. Provides administrative, logistics, greening and safety support to the field offices in the LAC region.

This position is open to nationals and other residents of Panama with valid work and residence permits.

DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect for diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and development opportunities.

The national staff members observe the NS Code of Conduct as published on https://ec.europa.eu/echo/who/about-echo/field-network_en

As a reference, the base salary offered to a person with 5-year experience (the minimum required for the post) is \$2355.00 and it could be higher based on the years of relevant professional work experience supported by a work certificate from previous employers. i.e. with 10 years of work experience the salary would be \$2561.00.

Contracts will be ruled under the Panamanian labour legislation.

How to apply, interested candidates should send:

- a cover letter (maximum of 1 page) setting out the candidate's motivation and suitability for the position.
- a detailed Curriculum Vitae in English in **the Europass CV Template only** which can be found at <https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>
- academic and employment certificates certified true copy by the applicant.
- name, position and contact number/details (telephone, e-mail) of three references, one of them being from the last employer.
- a copy of the valid work and residence permit to live and work in Panama (when available for non-Panamanian candidates).

To the e-mail address LAC.HR@echofield.eu with the subject "ECHO-VACANCY ALA PTY". Applications must be received no later than **April 16th, 2024**.

Any processing of your personal data will be done in accordance with the applicable EU legislation (Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons regarding the processing of personal data by the Union institutions, bodies, offices, and agencies and on the free movement of such data. The privacy statement can be found on ECHO website https://ec.europa.eu/echo/sites/echo-site/files/privacy_statement_recruitment_ns_final_version.pdf

Only shortlisted candidates will be contacted. NO INFORMATION WILL BE GIVEN BY PHONE. Any form of canvassing, soliciting, or influencing will be treated as disqualification.