

Secretary - Political, Press & Information section : Source Rwanda

JOB PROFILE	JOB REQUIREMENTS
<p>JOB FRAMEWORK</p> <p><u>Job Title:</u> Secretary</p> <p><u>Job location:</u> Delegation of the European Union to Rwanda</p> <p><u>Area of Activity:</u> Political, Press & Information Section</p> <p><u>Category and Career:</u> Local Agent – GF III</p> <p><u>Situation:</u> Vacant</p> <p>JOB CONTENT</p> <p><u>Overall Purpose:</u></p> <ul style="list-style-type: none"> ▪ The Secretary will occupy a specific job function under the direct supervision and responsibility of the relevant Head of Section. ▪ The job function may change in accordance with the needs of the Delegation. ▪ Under the authority of the Head of Political, Press & Information Section, the Secretary will perform secretarial and administrative tasks as required. ▪ The Secretary will also be back up to the Secretariat of the Head of Delegation. He/She will be responsible for the representation function of the Head of Delegation, and in organisation of official events at the Residence and other locations they might occur (dinners, receptions, meetings). <p><u>Functions and duties:</u></p> <p>The Secretary is responsible to assist the Head of Section in:</p> <ul style="list-style-type: none"> ▪ Organisation of agenda and meetings of the Head of Section ▪ Overall organizational and administrative assistance in the Political, Press and Information section in cooperation with the administrative and development cooperation sections, ensuring smooth internal information and workflows, respecting (often tight) deadlines; ▪ Relations with external stakeholders to organise cultural and other events and public affairs; ▪ Support to the organization of meetings/events/missions/visits; when necessary interpreting for the Head of Section or HQ visitors; ▪ Frequent contacts with Ministries, other embassies and NGOs to organize information flow and meetings ▪ Drafting of correspondence (Notes Verbales and others); ▪ Formatting, editing, and synthesizing of (political) reports and internal documents; ▪ Maintenance of section files; Classification, filing, and registering of correspondence and documents in EU digital tools; ▪ Maintenance of contact database for contacts and invitations to diplomatic, cultural or communication events organized by the Delegation ▪ Any other research or administrative task, or ad hoc tasks relating to the activities of the Section and the Delegation. 	<p>EDUCATION & TRAINING</p> <ul style="list-style-type: none"> ▪ Completed secondary education (Baccalaureate/A levels or equivalent). ▪ Certificate in administration/management, communication or interpretation. <p>KNOWLEDGE & EXPERIENCE</p> <ul style="list-style-type: none"> ▪ Minimum 5 years of relevant professional experience with minimum 3 years in Rwanda. ▪ Work history (or network of connections or similar) in the area of relations with embassies, external stakeholders (such as NGOs, government, community organisations, journalists, artists...), events management or public relations. ▪ Excellent proven capacity to manage and use information and media resources, proven experience in digital and physical archiving/storage of information resources; <p>SKILLS:</p> <p><u>Language skills:</u></p> <ul style="list-style-type: none"> ▪ Working knowledge (B2) of Kinyarwanda, English and French. ▪ Other regional languages an asset. ▪ Proven capacity of interpretation (Kinyarwanda to and from English or French) <p><u>IT skills:</u></p> <ul style="list-style-type: none"> ▪ Very good level of computer skills (Word, Excel, PowerPoint, Outlook, Zoom, professional apps, Social Media Apps etc.) ▪ awareness of information security and discretion; <p><u>Other skills:</u></p> <ul style="list-style-type: none"> ▪ Excellent interpersonal skills; proven capacity of organizing and coordinating meetings, events and agendas ▪ Excellent communication skills; proven capacity of event management; ▪ Proven capacity to work autonomously and in a team, flexibility, adaptability and capacity to work against tight deadlines; ▪ Being pro-active, creative and solution-oriented.

