



LOCAL AGENT POSITION OF SECRETARY

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Barbados, the Eastern Caribbean States, the OECS and CARICOM/CARIFORUM works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Barbados government in areas that are part of the EU's remit.

We offer

The EU Delegation to Barbados, the Eastern Caribbean States, the OECS and CARICOM/CARIFORUM based in Barbados is seeking to recruit a motivated, reliable and experienced individual ***with a minimum of 3 years' relevant secretarial experience*** preferably in a diplomatic and/or international establishment or in a position of similar scope to fill the Local Agent Group III position of **Secretary**. The duration of the contract is for a fixed term of three years.

The team consists of ten people and there are occasional atypical working hours. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. **The successful candidate will work under the overall responsibility of the Head of Delegation and the direct responsibility of the Head and the Deputies of the Hub.** The successful candidate will work under the supervision of the Head of Section – Finance, Contracts and Audits to provide general administrative, logistical and document management support services to the Section.

The Delegation offers an exposure to an international and multicultural environment and is an equal opportunity employer. The Delegation offers motivating employment conditions: initial basic salary range (dependent on experience level) starting BBD 5,030 to BBD 8,848 (last step), full 13 month salary, attractive medical and pension scheme.

Local Agent conditions apply to this post. CARICOM citizens are eligible and should possess the CARICOM Skills Certificate.

Employer

EU Delegation	The Delegation of the European Union to Barbados, the Eastern Caribbean States, the OECS and CARICOM/CARIFORUM
Duration of contract	Fixed term contract for 3 years
Location	Hastings, Christ Church

Job description

Group	LA-3
e-Del-HRM and Sysper2 references	e-Del-HRM post no 46419 Sysper post no 112078
Section in the organisation chart	Finance, contracts and audit
Next hierarchical superior (who to report to)	Head of Section
Working hours	37.5 hour per week
Working environment/conditions	International and multi-cultural environment.
Job objective	Under the supervision of the Head of Section to provide general administrative, logistical and document management support services to the Section.
Main Tasks	<u>+Administrative and logistical support</u> • Coordinate inputs into various operational and reporting processes (annual reports, risk assessments, leave and travel planning, etc.) and compile relevant information into the relevant templates and systems. • Coordinate the maintenance of updated factsheets, PowerPoint, data on programme. • Answering and screening incoming calls.

	• Prepare correspondence, minutes, duty free letters, and assist with any other secretarial and administrative requests of the Section. • Organise incoming and outgoing mail, including electronic registration in relevant systems. • Maintain an efficient and effective filing system for the Section, assuring easy retrieval of pertinent documents. • Organise the mission of members of the section (travel arrangements, authorisation, reservations, expense claims, etc.). • Assist with the administration of the Section's leave, absences, work plan, and any area related to personnel management. • Organise logistics, coordination and set up of meetings, conference and events, including visits from Headquarters etc. • Provide back-up support to other sections and the office of the Head of Cooperation during absence of the respective secretaries. • Execute at the request of the Team Leader, such other general administrative support tasks as deemed necessary in the interests of the Delegation. • Keep abreast about developments related to the section portfolio and main issues concerning the section • Under the guidance of officers in the section, conduct research, compile and prepare reports and other materials as required.
Personal skills	+ <u>Knowledge</u> + Know what Filing methods and records management: Excellent + Know how Computer tools like MS Word, Excel, Access, and Outlook: Excellent Document management: Good Secretarial technique: Excellent + <u>Skills</u> + <u>Communication skills</u> • Ability to communicate clearly: Excellent

	• Ability to draft well/precisely: Excellent <u>+Interpersonal skills</u> <u>+Working with others</u> • Ability to work in a team: Excellent • Ability to listen, to consult and share information with others : Excellent • High degree of integrity and discretion: Excellent <u>+ Intellectual/problem solving and judgment skills</u> • Ability to identify and analyse key points in verbal, written and numerical information: Good • Assess and compare and provide recommendations to Head of Administration: Very Good <u>+ Management /Organisational skills</u> <u>+ Delivery of results/management of work</u> • Good organisation, planning and reporting capabilities. Able to work to deadlines. Ability to deal with a multitude of tasks simultaneously: Excellent • Proactive and problem solving: Excellent
Specific physical requirements (if any)	N/A

Job specifications

	Compulsory requirement	Asset
Qualifications	Post-secondary school certificate in Business Administration, Secretarial Studies and/or Office Management from a recognised institution OR in absence of one of the aforementioned qualifications: relevant professional experience as indicated below of at least 7 years.	

Professional experience	Minimum of 3 years <i>relevant</i> experience preferably in a diplomatic and/or international establishment or in a position with a similar scope.	Professional experience outside of Barbados would be considered an asset.
Knowledge of languages	English (EN-C1): Active oral and written command: Excellent.	
Knowledge of IT tools	Good knowledge of IT tools for e.g. Microsoft Word, Excel, PowerPoint and Outlook.	Knowledge of other IT tools or programming would be considered an asset.

HOW TO APPLY:

Interested persons should submit the following **in pdf format** to the Head of Administration via email address: eeasjobs-223@eeas.europa.eu

- **Motivation letter**
- **Curriculum Vitae (CV)** preferably using the Europass format/template

Please mention: ATTN: VACANCY – SECRETARY 112078

DEADLINE FOR APPLICATIONS: 08 JANUARY 2025

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure. **Late applications will not be accepted.**

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter, and will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post. **Only successful candidates will be contacted.**