The European Union Delegation to Cambodia is looking for:

Secretary

We are

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. 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 Cambodia is responsible for relations between the EU and Cambodia, including a large cooperation programme and a wide range of political issues.

We offer

We offer a post of Secretary . Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Secretary – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as technical and support staff to the Administration Section (see the attached job profile) under the supervision and responsibility of the relevant head of section.

The EU Delegation to Cambodia is a multicultural working environment. The official working hours in the Delegation are Monday to Friday, 8:00am to 12:00am and 13:00pm to 16:30pm. The vacant post is classified in Group III with the salary range minimum 986 EUR – maximum 1679 EUR.

We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

We look for (Selection Criteria)

Minimum Requirements are underlined:

1. A motivated and dedicated professional with a *High School Diploma or equivalent (BAC II)*. Higher education than this minimum requirement is considered as an asset.
2. Fluency in English and Khmer languages is mandatory; any other EU language of a minimum level B1 is considered as an asset.
3. The Candidate must possess a *minimum of 3 years of relevant experience as Secretary. Experience from an International environment* is considered as an asset. Any other relevant experience will be considered as an asset.
4. The candidate must be fully computer literate and *must master Word, Excel, and Outlook software*. Any additional documented software skills will be considered as an asset.
5. The candidate's required attitude will be guided by irreproachable work ethic and discretion. The candidate will be part of an administrative section of 8 members, serving an office of 38 staff members. Team spirit and genuine team support are essential.
6. The candidate must be *medically fit* to perform the required duties and must *enjoy civil rights and permits for employment under local law*.

How to apply

Please send your application and supporting documents to:

DELEGATION-CAMBODIA-HoA@eeas.europa.eu with the reference: **Secretary, Post No.48233-132051 COM to Administration Section + your FAMILY name in capital letters**. The package should include a cover letter, a detailed CV, and the name and contact details of 2 professional references.

Applications will be evaluated and short listed applicants will be requested to attend an interview which will include a short written test at the Delegation's premises.

The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to:

DELEGATION-CAMBODIA-HoA@eeas.europa.eu

The procedure

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The deadline for application is **Wednesday, 15th August 2018 at 16:00 hours.**