

Job Description for Secretary

Employer

EU Delegation	Sri Lanka and the Maldives
Location	389 Bauddhaloka Mawatha, Colombo 7

Job description

Group	LA 3
Section in the organisation chart	Cooperation Section (OPS)
Next hierarchical superior (who to report to)	Reporting to the Head of Section
Working hours	full time, 37h30 per week, Monday to Friday
Working environment/conditions	Multicultural environment
Job objective	Under the supervision of the Head of OPS Section, the successful applicant will be responsible for all secretarial and administration matters that support the efficient operation of the OPS Section of the Delegation
Main Tasks	<ul style="list-style-type: none"> • To support the Head of OPS Section as regards agenda, correspondence, telephone communication for the Section, handling general secretarial and administrative requests. • Helping organise logistics for missions in the section. • Organise in-coming and out-going mail, including electronic registration in ARES and filing in relevant systems. • To work on other internal IT system as requested • To take and transcribe notes, letters and minutes • To maintain an organised filing system for the Section, assuring easy retrieval of pertinent documents & registration of documents. • Maintain, together with the Finance and Contracts section the archive system combining both the F&C and the Operation Sections. • To ensure management and monitoring of contact lists, agendas and deadlines for the Section • To assist with the administration of the Section's leave and work plan, other absences, and missions related to personnel management • To ensure efficient organisation of meetings and taking minutes when requested. • Cover in the absence of other Secretaries as and when required under the supervision of the Head of Delegation's Secretary • To undertake any other assignments that may be required, in view of the efficient functioning of the Delegation.
Personal skills	The Candidate should be able to work both alone and in a team, take initiatives, respect deadlines and be able to deal with stressful situations. Strong organisational and administrative skills required. Good written and spoken English
Specific physical requirements (if any)	Work in an open office landscape and IT literate

Job specifications

	Compulsory requirement	Asset
Qualifications	GCE A-Level	Bachelor degree
Professional experience	Minimum of three years secretarial experience	Communication experience Project cycle management
Knowledge of languages	EN – ability to understand C1, ability to read C1, ability to speak C1, ability to write C1	Good knowledge of Sinhala and/or Tamil
Knowledge of IT tools	Microsoft Office	