

VACANCY ANNOUNCEMENT

SECRETARY **(POST NO: 15803)**

The Delegation of the European Commission in Nepal is looking for a "Secretary". The position is open to Nepalese citizen and EU nationals' permanent resident in Nepal.

The selected candidate will work in a team of European and local staff in the Delegation. The assignment starts with a probation period of 3 months, after which the duration of the contract is unlimited.

Required Qualifications:

- Bachelor's Degree
- Fluent in English, in writing and speaking
- Fully computer literate (all Microsoft Office applications)
- Excellent Communication
- Minimum three years of working experience

Remuneration package :

Salary level will be in line with the relevant work experience Provision of medical scheme and provident fund are available.

Closing date for applying: 12 October, 2007

Application including CV, cover letter and recent photograph should be submitted to the address provided below. Application submitted via email should write "APPLICATION FOR THE POST OF SECRETARY" in the subject heading and forward to DELEGATION-NEPAL@ec.europa.eu

Incomplete applications will not be considered for an evaluation.

Only short listed candidates will be called for a written assessment and /or interview during October 2007. For this purpose the contact address should be clearly written

Telephone enquiry will not be entertained.

Please mail or e-mail your application to :

Ms. Saphala SHRESTHA

Administrative Assistant

Delegation of the European Commission in Nepal

P.B. No 6754

Uttardhoka Sadak, Lainchaur

Kathmandu, Nepal

JOB PROFILE

JOB FRAMEWORK

Job Title: Secretary Operational Section

Job location: EC Delegation in Nepal

Area of Activity: Operations Section

Category: DAL Group III

Post No: 15803 (DAL 3)

Situation: Vacant

Overall purpose: Under the supervision of the project managers in the Section to give assistance to the Cooperation section in General

Functions and Duties:

To assist the members of the OS in typing correspondence and managing the day to day work of the section. In general, overall all secretarial tasks for the support of OS

- To ensure a smooth daily operation of the section in the overall activities of the Delegation.
- To assist in maintaining the computerized database of the projects .
- To assist in the creation, maintaining and ensuring the filing system for the section and maintain updated the archives.
- To maintain records and also monitor the inflow and outflow of invoices, claims, advances, tender documents and any documents related to project.
- To manage the e-mail of the section and ensure that e-mail is distributed appropriately.

To do research and look for the necessary information from archive and internet whenever needed, and requested by the project managers

To provide assistance for workshops/ seminars/ meetings and trainings arranged and conducted by the Delegation.

- To establish a good report with EC-funded project personnel.
- To prepare programme of visits for officials from New Delhi, Brussels, Project Managers and other Experts.
- To assist in the preparation of documents for officials visiting the Delegation.
- Others *ad hoc* professional duties of a similar Nature in accordance with the needs of the staff and the delegation

JOB REQUIREMENTS

EDUCATION AND TRAINING

He/She should have a bachelor degree and possess appropriate technical or vocational training.

EXPERIENCE :

At least five years of experience with the same duty preferably with a foreign mission

KNOWLEDGE

- **Specialist knowledge (know what)**

Good knowledge of software application

- **Technical knowledge (know how)**

- Should know electronic (database) filing system
- Achieves and how to maintain them
- Handling of files and emails of the section
- Should know the operation of office equipments such as fax, photocopy, scanner etc.

SKILLS

Linguistic skills

Fluent in English and Nepali (*spoken, read and written*).

Communication skills

Capacity to communicate clearly and politely
Able to take and deliver the message clearly.

Interpersonal skills

Ability to listen carefully to orders and to share information
Ability of work in a Team

Intellectual skills

- Ability to understand the request for information and to re-direct appropriately.
- Ability to identify and analyses key points in verbal and numerical information.

Management skills

Good organizational capacity.

PERSONAL QUALITIES:

- Flexibility to work under pressure and to respond quickly to new demands for communication and public relations needs
- Commitment to assure quality in servicing the Communications and public relations needs.
- High degree of responsibility.
- Sincerity and highly motivated
- Willingness to learn

SITUATION by

Name of the Jobholder: Vacant

Category and grade (of the present Jobholder):

Eduardo LECHUGA JIMENEZ
Charge d'affaires, a.i.