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| **JOB PROFILE** | **JOB REQUIREMENTS** |
| **JOB FRAMEWORK**Job Title : Secretary to Administrative SectionJob location : Ottawa – European Union Delegation  Group: LA/III - ADMIN. SECTION Post N°  157814Situation: Vacant**JOB CONTENT**Overall purpose :Under the direct supervision of the Head of Administration and in coordination with the Admin Assistant, s/he will assist in the administrative, financial and logistical management of the Delegation. **Functions and Duties**:* Assist the Head of Administration in the definition of Terms of Reference, technical specifications and guidelines for public procurement contracts, track contract renewals and expiries; Assist in the preparation of calls for tenders in

accordance with the Financial Regulation* Contact and coordinate outside suppliers, contractors and service providers for the offices; preparation of authorizations of expenditure for the signature of the AOSD;
* acts as operational initiating agent in ABAC Workflow, verifying that invoices received are in conformity with purchase order and that the goods and/or services have been received satisfactorily
* Focal point of contact for office maintenance and facilities management
* Manage ABAC ASSETS data base for purchase orders as initiating officer per the pre-defined financial circuit and manage physical inventory for offices and officials' accommodation.
* Filing payments & Manage ARES Filing registries
* Purchase various types of office supplies; stationary, maintenance items, meeting supplies etc.
* Manage IMMOGEST – database for leased accommodations for Officials
* Manage encoding of LEF/BAF in ABAC data base
* Manage logistics for IT equipment, liaison with Regional IT Office and local IT supplier and staff, manage telecommunication & Internet services and products
* Manage the Delegation driver fleet
* Manage the distribution of mail from the Functional Mailbox
* Support Accountant for mid-term review, end-of year-closure and budget needs on operational
* Processing quarterly HST Remittance
* Assist the Head of Administration in the annual Training Map coordination and First Aid Training & local recruitments
* Any other administrative task requested by the Head of Delegation and/or Head of Delegation and/or Head of Administration
 |  **EDUCATION & TRAINING*** Completed high school degree;

**KNOWLEDGE & EXPERIENCE** * At least 3 years of relevant experience
* Good knowledge of procurement and accountancy
* Working for an international organization would be an asset.

**SKILLS****Linguistic skills*** Excellent command of English
* Knowledge of French and/or other EU languages would be an advantage.

**Technical knowledge*** Knowledge of ABAC environment
* Excellent knowledge of computer tools, spreadsheets, MS Office applications and Internet use;

**Communication skills*** Capacity to communicate clearly.
* Able to report concisely

**Interpersonal skills*** Demonstrated ability to act with only limited supervision.
* Good capacity to focus on priorities and to organise work to deliver on time;
* Good capacity to work in a multicultural environment and team

**PERSONAL QUALITIES*** Flexibility to work under pressure and to respond quickly to new demands
* Commitment to assure quality, speed and accuracy in performing technical and procedural duties
* High degree of responsibility and discretion
* Self motivated
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