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| **JOB PROFILE** | **JOB REQUIREMENTS** |
| **JOB FRAMEWORK**  Job Title : Secretary to Administrative Section  Job location : Ottawa – European Union Delegation    Group: LA/III - ADMIN. SECTION  Post N°  157814  Situation: 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 |