



EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF MOLDOVA

Job Description for Secretary in the Cooperation section

Employer

EU Delegation	MOLDOVA
Location	10, Mitropolit Petru Movila, MD 2004 Chisinau, Republic Moldova

Job description

Group	LA Group III
e-Del-HRM and Sysper2 references	354121 (e-Del-HRM) – 467464(Sysper)
Section in the organisation chart	Cooperation section
Next hierarchical superior (who to report to)	Reporting to the Head of Cooperation
Working hours	Full time - 37.5 hours/week
Working environment/conditions	International/multicultural environment
Job objective	Provide general administrative and secretarial support to the Head of Cooperation and the Cooperation section. The specific post and related duties of the employee shall be decided and may be adapted by the employer according to the needs of the Cooperation section.
Main tasks	<p>OPERATIONAL and ADMINISTRATIVE SUPPORT – Provide support to the Head of Cooperation and the Cooperation section</p> <p>Horizontal Coordination - Operational support</p> <ul style="list-style-type: none">- Participate in section meetings, draft minutes and ensure follow-up.- Transmit information ad hoc within the section. Ensure circulation of information within the section.- Assist with the reception of new colleagues of the section.- Handle incoming calls.- Maintain contact with host country ministries and organisations as well as embassies.- Register and distribute incoming mail; Prepare and transmit outgoing correspondence. <p>Operational and Administrative Support and Resources - Logistics support</p> <ul style="list-style-type: none">- Manage office equipment, information and promotional material; keep up-to-date the archive of the section.- Ensure that the infrastructure and logistic needs of the section are covered in liaison with the specialised services.- Secure the physical protection, conservation, retention and elimination of the files (on paper and on electronic support).- Contributes to establishing and updating the filing plan; process, create, keep up-to-date and retrieve dossiers, documents and data in the appropriate files or IT databases.- Provide access to the documents and records taking account of the relevant provisions concerning security and data protection.- Keep the agenda of meetings and appointments; Welcome and inform visitors, Copy and circulate documents within the Delegation; Classify and retrieve documents on request, while making sure that they are filed and secured in accordance with the regulations in force.- Take care of procedures concerning missions, holidays, leave and absence records and similar personnel administrative formalities;

	<ul style="list-style-type: none"> - Provide administrative and logistical support for the organisation of internal and external events and incoming missions from Commission headquarters. Assist in the organisation of missions (travel arrangements, appointments, expenses, protocol issues). - Photocopying and scanning documents. - General secretarial tasks (e.g. preparation of mail and invitations, organisation of meetings, electronic filing in ARES, etc.). - Managing other administrative tasks related to the work of the section.
Personal skills / Competences	<ul style="list-style-type: none"> • Communicating <ul style="list-style-type: none"> ◦ Ability to understand and be understood ◦ Capacity to communicate information ◦ Drafting skills • Learning and Development <ul style="list-style-type: none"> ◦ Flexibility (openness towards new demands, etc.) • Prioritising and Organising <ul style="list-style-type: none"> ◦ Coordination skills ◦ Planning capacity • Resilience <ul style="list-style-type: none"> ◦ Stress resistance • Working with Others <ul style="list-style-type: none"> ◦ Ability to work in a team ◦ Confidentiality
Minimum physical requirements	N/A

Job specifications

	Required	Appreciated
Qualifications	A recognised post-secondary education diploma in the domain of secretarial support, public administration, business administration, or fields related to the main tasks or knowledge	
Professional experience	Relevant experience of at least 2 years in the field related to operational and administrative support and resources, or in the fields of activities listed above	Experience in an international environment is an asset.
Knowledge of languages	<u>Romanian:</u> Listening: C2 Reading: C2 Spoken interaction: C2 Spoken production: C2 Writing: C2 <u>English:</u> Listening: C1 Reading: C1 Spoken interaction: C1 Spoken production: C1 Writing: C1 <u>Russian:</u> Listening: B2 Reading: B2 Spoken interaction: B2 Spoken production: B2 Writing: B1	Knowledge of French or another EU language would be an asset
Knowledge of IT tools	General computer literacy such as Microsoft Office, Excel, Power point, etc.	