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|  | EUROPEAN COMMISSION  DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS - ECHO  ECHO Office – Islamabad, Pakistan |

**VACANCY ANNOUNCEMENT FOR THE POST OF**

**ADMINISTRATIVE AND FINANCIAL ASSISTANT (Group III)**

**ECHO ISLAMABAD OFFICE**

The European Commission’s Directorate General for European Civil Protection and Humanitarian Aid Operations (ECHO) funds relief operations for victims of natural disasters and conflicts outside the European Union. For humanitarian aid, the Commission works with about 200 operational partners, including United Nations agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Humanitarian Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

ECHO announces a position for **an Administrative and Financial Assistant** for its office based in Islamabad. This position is open to nationals and other residents of Pakistan with valid work and residence permits.

DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect of diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and developments opportunities. **Based on the above and with a view to ensure the gender balance within the team, female candidates are encouraged to apply.**

We welcome applications from all suitably qualified persons.

**JOB DESCRIPTION**

**The Administrative and Financial Assistant plans and executes all necessary office administrative and financial functions. He/She carries out finance, accounting and administration duties, crisis support on finance and human resources and other related duties.**

**JOB REQUIREMENTS**

**Education:**

* A relevant first level university degree or equivalent professional experience.

**Knowledge and Experience:**

* Minimum 5 years of relevant work experience at national or international level in the area of administration or programme support service including experience in procurement, human resources and finances;
* Previous experience in a Governmental or other International Organisation is an advantage;
* Very Good drafting skills;
* Good communication skills;
* Capable of working under pressure in a multitasking position;
* Ability to work in a multicultural environment;
* Experience in the usage of computers and office software packages (MS Word, Excel, etc).

**Languages:**

* An excellent knowledge of English (verbal & writing);
* An excellent knowledge of Urdu (verbal & writing)

**HOW TO APPLY**

**Applications MUST comprise of:**

* a cover letter (maximum of 1 page) setting out the candidate’s motivation and suitability for the position.
* a detailed CV in the European CV standard format only. **No other format will be accepted.**
* Academic and relevant employment certificates certified true copy by the applicant.
* The name, position and contact number/details (telephone, e-mail) of three references (including HR department and the supervisor), one of them being a recent employer.
* A copy of the valid work and residence permit to live and work in Pakistan (in case of non-Pakistani).

**Applications should be uploaded at** [**https://ats.flexi-personnel.com/jobs/view/625/ECHO-ISLAMABAD-ADMINISTRATIVE-AND-FINANCIAL-ASSISTANT**](https://ats.flexi-personnel.com/jobs/view/625/ECHO-ISLAMABAD-ADMINISTRATIVE-AND-FINANCIAL-ASSISTANT)until **26/01/2025** at 17:00hrs (local time). The vacancy reference REF: **“ECHO/Administrative and Financial Assistant/ISB”** must be clearly indicated in the subject line.

**Note:** Flexi Personnel Limited has been contracted by ECHO to handle the recruitment process of this position. **Candidates MUST abstain from contacting the ECHO Islamabad Country office for information on the selection process or for any other purpose. Any form of canvassing, soliciting, or influencing will be treated as grounds for disqualification.**

**Only the short-listed candidates will be contacted.** They will have to bring the full supporting documentation in original with them at the interview stage.

**THE EMPLOYMENT CONTRACT**

The contract is initially for one year with possibility of renewal subject to a successful completion a 3-month probationary period and following a positive annual evaluation.

As an indication**, the monthly basic salary is on average approximately PKR234,216 which corresponds to five years of the minimum required experience and will be adapted according to the exact duration of relevant professional experience supported by a work certificate.** Besides the basic salary, the employee will receive disability / retirement allowance, a 13th basic monthly salary, transportation allowance, as well as a medical coverage. **(The salary is subject to local taxes).**

ECHO employees observe the National Staff code of Conduct which is available on the link:

[*https://civil-protection-humanitarian-aid.ec.europa.eu/who/about-echo/field-network\_en*](https://civil-protection-humanitarian-aid.ec.europa.eu/who/about-echo/field-network_en)

*“Any processing of your personal data will be done in accordance with the applicable EU legislation (Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.”*

*The privacy statement can be found on ECHO website.*

[*https://ec.europa.eu/echo/system/files/2020-01/privacy\_statement\_recruitment\_ns\_final\_version.pdf*](https://ec.europa.eu/echo/system/files/2020-01/privacy_statement_recruitment_ns_final_version.pdf)