

SECONDED POSTS (13)

| | | |
|--|---|--|
| Position Name: Personal Assistant to the Head of Mission | Employment Regime: Secoded | |
| Ref. Number: NI 04 | Location: Niamey | Availability: ASAP |
| Component/Department/Unit: Head of Mission Office | Security Clearance Level: EU SECRET | Open to Invited Third States: No |

1. Reporting Line:

The Personal Assistant to the Head of Mission reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To manage the calendar of the Head of Mission;
- To maintain regular, official contacts with local authorities, governmental organisations, non-governmental organisations and other external counterparts to collect and disseminate information;
- To coordinate protocol activities;
- To maintain regular contact with all Components/Department and Offices, to ensure flow of information within the Head of Mission Office and other Mission offices;
- To draft memos, letters, faxes and other documents and maintain filing systems;
- To receive and distribute all correspondence;
- To ensure handling and storage of confidential documentation and related information;
- To ensure sufficient supplies of stationery materials;
- To coordinate and support the implementation plans and objectives of the Head of Mission Office including liaising with administrative functions.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by a diploma **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 3 years of relevant experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Communication skills and diplomacy;
- Experience as a management assistant;
- French language skills: minimum B2 (Independent User);
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Experience with EU Institutions.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work well on his/her own initiative and as part of a team;
- Work methodically, accurately and with attention to detail as well as ability to work under tight deadlines.