



CALL FOR CANDIDATURES: Professional Assistant HER - UfM/LP/2016/004
(Internal and External)

1. Subject:

The UfMS is seeking to incorporate a Professional Assistant (Higher Education and Research Division) at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description / PA Profile			
Job Title:	Professional Assistant	Reports to:	DSG/Division
Division:	Higher Education and Research	Category	Local Staff
	(HER)	Gross Salary	36.000 Euros
SUMMARY			
To provide secretarial and administrative support to the Division.			
PRIMARY RESPONSIBILITIES			
Under the supervision of the Deputy Secretary General (DSG) and project managers, support the Division in fostering regional dialogue and promoting regional projects in the field of higher education and research:			
1. Providing general support to the DSG and Division Staff in administrative matters:			
<ul style="list-style-type: none">• Organizing and maintaining diaries and making appointments.• Preparing mission/payment/event/procurement requests.• Preparing working missions (arranging travel, accommodation, visas, etc.)• Organizing and maintaining files and records, database of contacts, etc.• Meeting and greeting visitors at all levels of seniority• Dealing with incoming telephone calls, emails, faxes and post, screening enquiries and requests and handling them as appropriate.• Preparing and organizing meetings and events with internal staff and/or with external stakeholders, in coordination with the Communication & Events Department, and when appropriate with the event company and providers.• Providing general assistance during presentations.• Liaison with other Divisions and Departments of the UfM Secretariat.			
2. Providing general support to the DSG and Division Staff in operational matters:			
<ul style="list-style-type: none">• Attending meetings and taking the minutes.• Providing support in preparing the Work Programme, Activity reports and Budget of the Division.• Preparing communication material related to the Division's projects and activities with regards to messaging and substance, when necessary in coordination with the Communication			



Department, including drafting news and articles for the UfMS website.

- Producing preparatory documents for meetings and missions, including presentations.
- Conducting research and compiling data.
- Translation and proofreading of documents/articles.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

Minimum requirements:

- Bachelor's Degree in Communication, Social Sciences, Business Administration or equivalent.
- Excellent computer literacy.
- Excellent organizational skills incl. ability to prioritize, multi-task, and work effectively with minimal supervision.
- Excellent communication skills, both verbal and written.
- Professional telephone manner.
- Proven ability to work under pressure and to tight deadlines.
- High-level of accuracy and attention to detail.

Desirable requirements:

- 3 years PA/secretarial experience at a senior level would be desirable
- Experience in working within an international environment, ideally an international organization and/or multinational private sector

LANGUAGES

Fluency in English, with a good command of French and Spanish, both orally and in writing. Other UfM languages, namely Arabic would be considered as an asset.

Submission of applications

2. Submission of applications:

Please read carefully the following information and send a complete application in English to the following address: hr.recruitment@ufmsecretariat.org.

The complete application includes:

- A **detailed curriculum vitae in English** clearly elaborating educational and professional Experience relevant for the position.
- A **motivation letter in English in a separate document** including a clear mention of the profile applied for and full postal address. Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage.



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3. Submission Date:

Complete applications must be submitted by **30th November 2016 (midnight, European time, GMT+1)**

Only shortlisted candidates will be contacted for interviews.