



CALL FOR CANDIDATURES: UfM Secretary General Office Manager -  
UfM/LP/2017/001(Internal and External)

### 1. Subject:

The UfMS is seeking to incorporate an **UfM Secretary General Office Manager** at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job Description			
Job Title:	UfM Secretary General Office Manager	Reports to:	Secretary General
Division:	Cabinet-SG office	Category	Local staff
		Gross Salary	(36.000-43.000)
<b>SUMMARY</b>			
Provides global support to the Secretary General coordinates resources and manages day to day activity of SG's office. Provides specific support to SG's agenda and missions preparation. Contributes to the overall smooth functioning of the Cabinet and its coordination with the whole institution.			
<b>PRIMARY RESPONSIBILITIES</b>			
<u>Administration of SG's Office and Logistics</u>			
<ul style="list-style-type: none"><li>• Maintain strong internal and external relations for the overall effectiveness of the management of the office of the Secretary General within the Cabinet and liaise with the Divisions and Departments of the Organization.</li><li>• Proactively and resourcefully plan, organize, coordinate, schedule and communicate internal and external meetings with great attention to detail.</li><li>• Support the planning and organization of the Secretary General's agenda. Organize and maintain diaries and make appointments.</li><li>• Assist the Secretary General in all tasks and functions as required and give support for all operational aspects of his missions abroad.</li><li>• Manage administrative documents, incoming emails, faxes and post, often deal with the correspondence on behalf of the Secretary General.</li><li>• Organize and maintain files and records, database of contacts, etc.</li><li>• Meeting and greeting visitors at all levels of seniority.</li><li>• Deal with incoming telephone calls, emails, faxes and post, screen enquiries and requests and handle them as appropriate</li><li>• Manage external contacts of the Secretary General, proactively understanding who they are, and keep track of periodic communication needed for priority contacts.</li></ul>			



#### Communication and other support activities

- Contribute to events organization and procurement for support services including interaction with partners for logistical support.

#### Substance files and assistance on content

- Contribute in producing documents, i.e. verbal notes, briefing papers, reports of meetings and missions, speeches and presentations.
- Attend meetings and ensure the Secretary General has all relevant information to handle the meeting at best.
- Occasionally, travel with the Secretary General to take notes or dictation at meetings, provide general assistance during presentations and follow up.
- Manage work in a confidential manner, ensuring information is shared with internal and external individuals in an appropriate manner; provides guidance to others as necessary regarding sensitive/confidential information.
- Carry out background research and present findings as per request of the Secretary General

Other tasks as assigned by the Secretary General.

### QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE

#### Essential requirements:

- Bachelor's Degree in Communication, Social Sciences, Business Administration or equivalent
- Excellent ability to manage resources and anticipate needs.
- Excellent computer literacy, speed and accuracy.
- Excellent organizational skills, including ability to prioritize, multi-task handling, and ability to work effectively with minimal supervision.
- Excellent communication skills, both verbal and written.
- Proven ability to deal with discretion with confidential and sensitive dossier and situations.
- Proven ability to work under pressure and to tight deadlines.
- Attention to detail and deadlines.
- Well presented.

#### Desirable requirements:

- 5 years PA/secretarial experience at a senior level
- Knowledge of Social Medias
- Experience in working within an international environment, ideally an international public organization and/or multinational private sector.

### LANGUAGES

Minimum Requirements: Proficiency in English and French in reading, writing and speaking.

Good command of Spanish desirable. Knowledge of another language from UfM countries would be 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](mailto: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.

### 3. Submission Date:

Complete applications must be submitted by **30th January 2017 (midnight, European time, GMT+1)**

Only shortlisted candidates will be contacted for interviews.