



EUROPEAN COMMISSION

Job description form

Job number: 326937

SECRETARY

Job position NOT-APPLICABLE if Local Agent

Job Title: Secretary

Generic domain: Pre-Accession and Enlargement

Specific domain: Operational, Administrative support & Resources

Job Family: Operational, Administrative and Secretarial Assistance

Sensitive post: No

Overall purpose: Provide general operational, administrative and secretarial support to the section.
Provide support for other delegation's section as necessary

Function type: OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Function name: Office management

Duties:

- Provide assistance with the management of the service by maintaining the diary, answering the telephone, filtering calls and taking messages, responding to general inquiries and managing the e-mail exchange and calendar.
- Answer the telephone, filter and transfer the calls, take messages and respond to general enquiries.
- Manage missions and leave requests.
- Ensure management of staff appraisal, job descriptions, training plans, mission planning, annual leaves, and other personnel administration.
- Prepare notes, minutes, routine correspondence, presentations and other texts that are needed for the overall Section activity.
- Provide logistical support for organisation of meetings/committees (reception of guests/attendees, liaising with the Administration Section on preparation of the room, materials, refreshment etc.).

Function type: OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Function name: General administrative and secretarial support

Duties:

- Assist colleagues in the section in interpretation and implementation of administrative rules and procedures, contribute to their simplification and perform quality checks.
- Ensure follow-up and respect of deadlines in the Section's activities.
- Provide translations of small texts.
- Regularly update contact list(s) and mailing lists of the section.
- Maintain co-ordination with the Delegation's Secretariat.

- General administrative support upon instructions

Function type: OPERATIONAL AND ADMINISTRATIVE SUPPORT AND RESOURCES

Function name: Document and mail handling

Duties:

- Perform administrative quality checks on files for signature.
- Open and request registration of incoming mail (including e-mails) in the system
- Allocate registered mail to appropriate individuals and maintain up-to-date mailing lists.
- Ensure follow-up and respect of deadlines of replies requested from the Section.
- Draft, type, verify layout and check quality of documents presented for signature.
- Prepare and copy correspondence for transmission.
- Ensure that all records are completed in ARES and transmit final documents to the reception CAD/DMO for registration of main documents/attachments.
- Draft minutes of meetings.
- Ensure proper electronic filling and archiving of the document on the server of the EU Delegation in compliance with the internal filling/archiving policy.
- Perform any other tasks requested by the Head of Section or his Deputy.

Function type: OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Function name: Administration and Logistics

Duties:

- Manage the section's server, and the filing.
- Coordinate, contribute and prepare briefings for events, visits, missions and interviews.
- Assist in organising and preparing events, interviews, visits and missions.
- Assist in keeping updated Lines to Takes and record of interviews and other events and public appearances.
- Contribute to improving presence of the EU Delegation online and on social networks.
- Assist in taking pictures and videos for communication purposes, when necessary.
- Update calendar of public events and media appearances.
- Draft minutes of meetings.
- Ensure proper electronic filling and archiving of the document on the server of the EU Delegation in compliance with the internal filling/archiving policy.
- Perform any other tasks requested by the Head of Section or his Deputy.

Function type: INTERNAL COMMUNICATION

Function name: any other business

Duties:

- In cooperation with colleagues from the section, prepare and disseminate media monitoring, communication reports and other information related to communication activities of the EU Delegation within the EU Delegation, with Headquarters, with other institutions, agencies and bodies of the EU, with EU Member States and other stakeholders.

"Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)."

Job requirements:

Formal education: Formal education corresponding to completed university (or equivalent institution) studies of at least 3 years attested by a diploma or alternatively minimum 3 years of professional experience in addition to the minimum number of years of professional experience specified below will be considered equivalent;

Education in the field of journalism, media, marketing or EU affairs is an advantage.

Knowledge of English and Serbian: C2 level

Experience: minimum 3 years of relevant working experience in the field of communication, advertising, marketing or journalism and with or in media. Four + years would be an advantage.

Job Environment***Organisational entity***

Type: Delegation / Representation

Size: more than 25

Gender balance (within the entity): balanced team

Job related issues

☒ Atypical working hours – sometimes media timing different from standard office hours

Missions

☐ Frequent, i.e. two or more missions / month

☐ Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

☐ Noisy environment

☐ Physical effort / materials handling

☐ Work with chemicals / biological materials

☐ Radioprotection area

☐ Use of personal protective equipment

☐ Other

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