

## SECRETARY/ADMINISTRATIVE AGENT

### Position Local Agent

**Job Title:** Secretary

**Generic domain:** Pre-Accession and Enlargement

**Specific domain:** Administrative and secretarial assistance

**Job Family:** Operational, Administrative & Secretarial Assistance

**Sensitive post:** No

**Overall purpose:** Provide secretarial and administrative support to the section in the specific area of procurement and contracts. Provide support for other delegation's sections as necessary.

**Function type:** OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

**Function name:** Office management

Duties:

- Prepare notes, minutes of meetings, routine correspondence, Power point presentations and other texts needed for the overall Section activity.
- Provide logistical support for organisation of meetings/evaluation committees (reception of guests/attendees, liaising with the Administration Section on preparation of the room, materials, refreshment as well as transport needs etc.).
- Communication and liaising with the National Authorities and beneficiaries of EU contracts.

**Function type:** OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

**Function name:** General administrative and secretarial support

Duties:

- Ensure follow-up and respect of deadlines in the Section's activities and in particular the procurement planning.
- Provide translations of small texts.
- Up-date those contact list(s) in the Outlook public folder relevant to the Section's activities.
- Maintain co-ordination with the Delegation's Secretariat and Operational sections Secretariats.
- General administrative and logistical support upon instructions.
- Administrative support for incoming missions from Headquarters, European Court of Auditors, auditors, inspection or supervisory missions.

**Function type:** OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

**Function name:** Document and mail handling

Duties:

- Monitor the registration of incoming mail (including e-mails) in the system.
- Allocate registered mail to appropriate individuals and maintain up-to-date mailing lists and task follow-up.
- 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 complete in ARES (EU registration system) and transmit final documents to the reception CAD/DMO for registration of main documents/attachments.
- Ensure proper encoding and registration of financial documents.

- Coordination of input necessary for reporting obligations such as yearly reports to Headquarters, regular reports internal to the Delegation, data quality controls, follow-up of recommendations etc...
- Provide assistance to the tasks of the Procurement Officers, in particular in the evaluations for calls for proposals and tenders.

**Function type:** OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

**Function name:** Administration and Logistics

Duties:

- Draft minutes of meetings.
- Ensure proper electronic filling and archiving of documents on the server of the EU Delegation in compliance with the internal filling/archiving policy.
- Follow-up and monitoring of the Key Performance Indicators under the responsibility of the Section.
- Perform any other task requested by the Head of Section or Deputy related to the activities and responsibilities of the FCA section.

**Function type:** INTERNAL COMMUNICATION

**Function name:** any other business

Duties:

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

Sensitive post? No.

## **Job requirements**

### **Formal education:**

Formal education 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.

### **Experience:**

- At least 5 years of experience in the field of secretary/assistant work.
- Very good command of Serbian and English (spoken and written).
- Computer literate, package to include Microsoft office.
- Relevant working experience in the area of public procurement is an advantage.
- Previous proven working experience under employment with international organizations is an advantage.
- Knowledge of a second EU working languages is an advantage.
- Experience in EU financial and procurement procedures is an advantage.
- Experience in the Instruments for pre-accession assistance and management modes is an advantage.
- Knowledge of ethics and the EU anti-fraud strategy is an advantage.
- Knowledge of internal EU IT tools (ABAC, ARES...) is an advantage.