

# Vacancy: Secretary to the Assistant Secretary-General - Political Affairs and Human Development Political Affairs and Human Development

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AFHR/HR/LM/dbm

The Secretariat of the African Caribbean and Pacific Group of States (ACP) has the vacant post **for local recruitment** of Secretary to the Assistant Secretary-General - Political Affairs and Human Development Political Affairs and Human Development (**Grade GS4**) at the Secretariat.

Please find below:

- The Job description of the post;
- The conditions of service and employment for the post.

Applications for this post should be sent to: **Secrétariat ACP, 451 Avenue Georges Henri, 1200 Brussels - Belgium, or by e-mail to: [hr@acp.int](mailto:hr@acp.int) and must reach the Secretariat not later than 3<sup>rd</sup> October 2018.**

Applicants **MUST** be accompanied by the following attachments as applications without it any of them will not be considered.

- Updated curriculum vitae; using the format: <https://europass.cedefop.europa.eu/editors/en/cv/compose> <sup>[1]</sup>
- Copies of diplomas, certificates;
- Reference documents attesting to the competence and experience of the candidates;
- Contact details of at least one reference from each post held in the past five (5) years of previous employment;
- A copy of a valid Belgian Identity Card or residence permit (only applications from EU residents will be considered).

Please note the following:

- a) The contract of employment will be based on Belgian labour and Social Security laws;
- b) Only short listed candidates will be contacted.

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### Job Description

<b>I. Post Information</b>	
Post Title: <b>Secretary to the Assistant Secretary-General - Political Affairs and Human Development (PAHD)</b>	
Organizational Unit: Department of PAHD	Current Grade: GS 4
Supervisor/ Grade: Assistant Secretary General (ASG)	

## II. Organizational Context

Under the overall guidance and supervision of the Assistant Secretary General (ASG) and in close coordination with the Office of the Secretary General, the Secretary to the ASG provides executive administrative support to the ASG on matters pertaining to the substance and operations of the Department, applying administrative rules and regulations and establishing internal operational procedures to enable the smooth functioning of the Office. The Secretary helps ensure effective and efficient functioning of the Assistant Secretary General's office and the Department, including management of information flow and follow-up on deadlines and commitments made.

As the first point of contact for all the visitors to the ASG's Office both from outside and within the organization, the incumbent interacts with delegates of the ACP Missions and European Commission (EC), senior government officials, experts and other professional staff from regional and multilateral organizations and deals with a heavy volume of requests and a wide range of highly sensitive matters.

## III. Functions / Key Results Expected

### Summary of Key Functions:

- q Ensures effective and efficient functioning of the office of the Assistant Secretary-General.
- q Ensures effective communications support to the Assistant Secretary-General.
- q Provides administrative support to the Assistant Secretary-General.
- q Provides administrative support to the Department.

## IV. Impact of Results

The key results of this job have a critical impact on the smooth functioning and overall effectiveness and efficiency of the Department; the degree of its organization and efficiency determines to a large extent the quality of the overall management of the Department. As the staff member providing immediate support to the ASG, the role of the Executive Associate is critical, and the incumbent is responsible and accountable for the smooth functioning and confidentiality maintained in the Assistant Secretary-General's office.

## V. Competencies

### Core Competencies:

- Courtesy, tact and the ability to work effectively with people of different nationalities and cultural backgrounds.

- Ability to demonstrate diplomacy and discretion in dealing with ACP Ambassadors, delegates from Missions, international organisations and institutions.

**Operational Effectiveness:**

- Strives to keep job knowledge up-to-date through self-directed study and other means of learning.

- Demonstrates good knowledge of information technology and applies it in work assignments; computer literate with practical experience with Windows applications and other office software packages.

- Ability to handle a large volume of work possibly under time constraints.

- Ability to organize and complete multiple tasks by establishing priorities.

**Managing Documents, Correspondence and Reports:**

- Shows sound grasp of grammar, spelling and structure in English and French and good oral communication skills in English and French.

- Ability to produce accurate and well documented records conforming to the required standard.

**Planning, Organizing and Multi-Tasking:**

- Demonstrates ability to quickly shift from one task to another to meet multiple support needs while remaining focussed.

- Ability to work consistently on routine tasks, maintaining a high level of accuracy, neatness and vigilance.

<b>VI. Recruitment Qualifications</b>	
Education:	Secondary school diploma (Advance Level) or equivalent and Secretarial Diploma.
Experience:	Minimum of five (5) years of working experience as a Secretary to management level Officers of an organisation. Experience at a regional or international organisation would be an added advantage.
Language Requirements:	Good command of English and French. A working knowledge of either Portuguese or Spanish would be an added advantage.

**APPOINTING AUTHORITY**

Staff members of the Professional and General Services categories are appointed by the Secretary-General on the recommendation of the Recruitment Advisory Committee chaired by the Assistant Secretary-General, Head of the Department of Administration, Finance and Human Resources.

**CONDITIONS OF SERVICE FOR THE AFOREMENTIONED POST**

In the framework of their functions, members of staff are governed by the Staff Regulations of the Secretariat and by any other decision that may be adopted by the competent ACP authorities regarding employment.

## REMUNERATION:

Depending on professional background, experience and family situation, the ACP Secretariat offers a competitive remuneration and benefits package.

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Tags: [General Public documents](#) <sup>[2]</sup>

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**Source URL:** <http://acp.int/content/vacancy-secretary-assistant-secretary-general-political-affairs-and-human-development-politi>

### Links:

[1] <https://europass.cedefop.europa.eu/editors/en/cv/compose>

[2] <http://acp.int/category/acp-document-group/acp-public-documents/general-public-documents>