

Détail de l'offre : The European Union Delegation to Peru is looking for: Secretary

<b>Partenaire</b>	
<b>Référence</b>	22D1649453036
<b>Titre</b>	The European Union Delegation to Peru is looking for: Secretary
<b>Description du poste</b>	<p>Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Secretary in the Political, Press and Information Section this job function may be changed in accordance with the needs of the Delegation. Under this job function, the successful candidate will serve under the supervision and responsibility of the Head of Political, Press and Information Section section.</p> <p>We offer a competitive position in an international and multicultural environment with working 37.5 hours per week and a basic salary of around 7600 PEN per month. The position offers a post for a local agent in a functional group 3. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.</p>
<b>Type de contrat</b>	Emploi
<b>Société</b>	Delegation of the European Union to Peru
<b>Description de la société</b>	<p>The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.</p> <p>The EU Delegation to Peru represents the EU vis-à-vis the government of Peru and the General Secretariat of the Andean Community. Its mandate includes political, economic, trade and cooperation relations with respective authorities, while maintaining regular contacts with civil society and the private sector.</p>
<b>Localisation</b>	Lima
<b>Pays</b>	Pérou
<b>Profil recherché</b>	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> <li>- Medically fit to perform the required duties;</li> <li>- Enjoys civil rights and permits for employment under local law;</li> <li>- A post-secondary education diploma;</li> <li>- Fluent in Spanish and with a satisfactory knowledge of English.</li> <li>- Proven experience of at least 3 years in similar tasks.</li> </ul> <p>The following will be considered an asset:</p> <p>Previous experience in a diplomatic mission;</p> <ul style="list-style-type: none"> <li>- Post-secondary education of at least 1 year attested by a diploma directly related to the nature of the duties;</li> <li>- Ability to organise, manage multiple demands, prioritise tasks and to work under pressure;</li> <li>- Friendly and service oriented personality;</li> <li>- Solid communication skills. Knowledge of an additional European language (French, German and others) will be considered as an asset.</li> <li>- Proficient user of Microsoft Office Suite and generally IT oriented.</li> </ul>