

Position: Executive Assistant (Office of the President)	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-1
Ref. number: 0145	Location: The Hague, the Netherlands	Availability: ASAP
Component/Department/Unit: Kosovo Specialist Chambers/ Chambers (Office of the President)	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Executive Assistant (Office of the President) reports to the President through the Senior Legal Officer/Chef de Cabinet.

Main Tasks and Responsibilities:

- To provide assistance and support to the President and the Immediate Office of the President, on operational/administrative and secretarial tasks, including drafting of memos, letters, e-mails and other requested documents, also providing editorial inputs where applicable;
- To schedule appointments and meetings, maintain calendar, schedules and changes and to timely communicate relevant information to the appropriate internal and external parties, and to ensure timely preparation of documentation and reports for the scheduled meetings;
- To organize meetings and receive officials, members of the diplomatic corps and international organizations, judiciary and other relevant interlocutors and to co-ordinate with their corresponding assistants;
- To coordinate all travel arrangements for the President and the Senior Legal Officer/Chef de Cabinet;
- To take minutes at meetings and conferences and to prepare draft reports and documents, where necessary;
- To be responsible for the effective and appropriate management of the records and archives of the Office of the President, also setting up and maintaining a proper filing system for all documents, including incoming and outgoing mail and electronic record-keeping;
- To ensure the proper handling of confidential documentation and related information;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

- A level of secondary education attested by a diploma.

AND

- A minimum of ten (10) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Minimum of seven (7) years of progressively responsible administrative experience;
- Knowledge of general office and administrative support, including administrative policies, processes and procedures;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access) and proficiency in text and lay-out editing;
- Excellent interpersonal and communication skills in English, both written and oral;
- Excellent sense of organization, ability to identify priority assignments and activities and to manage efficiently multiple tasks;
- Good analytical and problem-solving skills;
- Tact, accuracy and discretion in handling of sensitive and confidential information;

- Ability to work independently with a minimum supervision;
- Ability to prioritise and manage a high workload while complying with deadlines;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure;
- Ability to establish and maintain effective, constructive working relationships with people from different national and/or cultural backgrounds with respect for diversity;
- Demonstrated gender awareness and sensitivity, namely the ability to promote an inclusive working environment and to integrate a gender perspective into tasks and responsibilities.

Desirable

- Previous work experience in a similar position within an international organization or a hybrid court system;
- Knowledge of diplomatic protocol;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo.