



Kingdom of the Netherlands



## Embassy of the Kingdom of the Netherlands, Juba, South Sudan Personal Assistant Job Description

### General information

Imatong Employment Solutions is working with The Embassy of the Kingdom of the Netherlands in Juba to recruit a Personal Assistant.

<b>Function name</b>	Personal Assistant
<b>Organisation</b>	Netherlands Embassy in Juba
<b>Function level</b>	05
<b>Working hours</b>	40 hours per week

### Description

The Personal Assistant provides secretarial support and, where necessary, other logistic administrative support to the Head of Mission and the Deputy Head of Mission of the Netherlands Embassy in Juba.

The Personal Assistant is accountable to the Head of Mission or Deputy Head of Mission for the progress of assigned work, for the products and support provided and for quantitative and qualitative performance. Internal work agreements on secretarial/administrative work apply to the way in which, and the time within which, the work is to be carried out and completed. The Personal Assistant takes decisions when preparing meetings and producing reports, making and keeping track of appointments, monitoring the progress of arrangements made, and collecting and organizing information. Furthermore he/she will assist with the (external) communication and the implementation of the communication strategy of the Embassy (including the use of social media).

### Description of tasks

- Management of agendas and planning of appointments, including coordination of the program of the Head of Mission and the Deputy Head of Mission.
- Coordinating the schedule of the Head of Mission's driver.
- First telephonic point of contact for the Head of Mission and the Deputy Head of Mission.
- Receives and speaks to visitors of the Head of Mission and the Deputy Head of Mission.
- Processing incoming correspondence (hard copy, as well as e-mails, WhatsApp), including distribution to other staff members for follow-up.



- Coordinating outgoing correspondence for the Head of Mission and the Deputy Head of Mission. This includes revising and correcting correspondence where necessary, as well as independently drafting letters and 'note verbales'.
- Maintaining and keeping up-to-date the Embassy database in Microsoft Outlook / Customer Relation Management (CRM).
- Organization of representational activities (e.g. lunches, dinners, receptions, events) for the Head of Mission and the Deputy Head of Mission, including the organization of the annual King's Day event, in close cooperation with other staff.
- Financial processing of declarations for representational activities, field trips, etc. of the Head of Mission and the Deputy Head of Mission.
- Administrative and logistical support for field visits of the Head of Mission and the Deputy Head of Mission.
- Maintaining the inventory of promotional materials and gifts.
- Digital archiving of documents.
- Is active part of the One Embassy team, which means that flexibility is required when assistance is needed beyond the tasks mentioned above.
- Substitute of the Office Coordinator

### Knowledge & Skills Requirements

- Level of education: senior secondary vocational level
- Level of experience: at least 8 years' experience
- Knowledge and areas of experience:
  - o Fluent in English. Working knowledge of Dutch would be an added advantage
  - o Strong communication skills, both written and orally.
  - o Good organizational, coordination and planning skills.
  - o Knowledge of secretarial/administrative and management support procedures.
  - o Skilled in Windows driven MS Office Programmes such as Word, Outlook, Excel, PowerPoint and SharePoint.
  - o Knowledge of communication platforms such as MS Teams, WhatsApp, Zoom and Signal.
  - o Knowledge of the organization's work agreements on secretarial/administrative work, regulations, duties, structure and procedures.
  - o General knowledge of the nature of the Embassy's work.
  - o Understanding of organizational and functional arrangements within the Embassy and the Ministry in The Hague, the nature of mutual relationships and dealings and organizational and functional arrangements in the field in which the Embassy operates.
  - o Skilled in creating and keeping records and in producing progress and other reports, lists and policy documents.
  - o Be able to create a network with other Management Assistants in the wider international community (donors, UN, International Financial Institutions), the Government of South Sudan (central and local level) and the NGO sector.



### Competences

Accuracy, flexibility, integrity, organization sensitive, team spirit, planning and organization

### Profile

Enthusiastic, dynamic, social and flexible colleague who is able to work both independently, as well as within a team and is equipped with a strong sense of responsibility.



He/she is able to juggle a multitude of activities and determine priorities independently. He/she has a radar for intercultural sensitivities and knows how to maneuver in a context where things do not always run smoothly. Has a pro-active attitude, is willing to learn and does not fear taking initiative. He/she is discreet with (confidential) information and maintains a high level of integrity. He/she feels comfortable in a diplomatic environment.

### **Work environment**

The Netherlands Embassy in Juba works in close cooperation with other (donor) partners and has an extensive local network of government and non-government partners. Work at the Embassy has a strong focus on development cooperation, the private sector and politics. The office building, which is shared with the embassy of Norway, Canada and the embassy office of Sweden is located on a spacious, green and well-secured compound conveniently called the Joint Embassy Compound (JEC).

### **Information about the team**

You will be a member of the Netherlands Embassy in Juba, South Sudan. At this moment 20 people work at the Embassy, of which in total eleven expatriate employees and nine locally employed staff members.

The Personal Assistant falls under the direct responsibility of the Head of Mission.

### **To apply**

Interested qualified candidates are encouraged to apply by latest close of business on 01 NOVEMBER 2022. The application package should include a formal application letter, CV and 2 work references, plus copies of national ID or South Sudanese passport.

Applications should be submitted by email to [info@imatongemploy.com](mailto:info@imatongemploy.com) Subject-line must be "APPLICATION – NETHERLANDS EMBASSY PERSONAL ASSISTANT"

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: [info@imatongemploy.com](mailto:info@imatongemploy.com) – please mark the e-mail with "Questions – Netherlands Embassy Personal Assistant"

The Netherlands Embassy in Juba, South Sudan is an equal opportunities employer.

