

REGIONAL ADVISORY COUNCIL FOR THE MEDITERRANEAN

MED-RAC 19/09

26 March 2009

PROFILE

Recruitment of a secretary – assistant for the Mediterranean RAC

Start of employment: as soon as possible

Responsibilities and tasks

- Assisting the Secretary-general in his/her functions;
- ;
- Logistic preparation of meetings, managing translation of the RAC's documents, and the necessary interpretation service for meetings;
- Updating dossiers, filing, archiving etc.;
- E-mail, phone or fax contact with member organizations and other parties working with the RAC;
- Day-to-day accounting;
- Distributing mail, documents, information, convening meetings, etc.
- Able to update the RAC internet side.

Qualifications and professional experience:

- Management secretary certificate, or graduate diploma in communication, languages
- At least 3 years' professional experience;
- Knowledge of the workings of the European institutions is an advantage;
- Ability to follow (but without being responsible for), the financial management of the organization (membership subscriptions, Community subsidies, etc.);
- Fluent Italian, English and French (other languages are also an advantage)
- Readiness to travel on foreign missions (in the Mediterranean basin and to Brussels in particular);
- Knowledge of IT and day-to-day use of informatics are essential (windows, excel, outlook, etc.);

Closing date for submission of candidacies: 15 May 2009

Interviews will take place in the headquarters in Rome with the selection Committee.

Contact person : **Francisca Martinez, 0032.2.476.805.650 –**
francisca.martinez@skynet.be
(the RAC Mediterranean website is under construction).