EUROPEAN COMMISSION

Humanitarian Aid

ADVERTISEMENT FOR THE POST OF SECRETARY/RECEPTIONIST (Ref.16) ECHO SOUTH ASIA REGIONAL SUPPORT OFFICE

The European Commission's Humanitarian Aid and Civil Protection department (ECHO) funds relief operations for victims of natural disasters and conflicts outside the European Union. ECHO works with about 200 operational partners, including United Nations agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

ECHO's South Asia Regional Support Office (RSO) in Delhi provides support to nine countries in South Asia – India, Nepal, Bhutan, Afghanistan, Bangladesh, Pakistan, Sri Lanka, Iran and Maldives.

ECHO South Asia RSO announces the vacant position of a 'Secretary/Receptionist' for its Regional Support Office based in New Delhi.

PROFILE

- Higher education and/or equivalent adequate experience, university degree is an advantage
- Demonstrate at least 3 years relevant working experience in secretarial/reception functions
- Excellent drafting and writing skills
- Ability to carry out general office/department co-ordination.
- Capacity to understand, structure and manage the information-flow within the office
- Familiarity with the use of office equipments like photocopier, scanner, EPABX, etc.
- Computer literate and proficiency in use of MS Office applications and MS Outlook
- Capacity to work in a multidisciplinary and multicultural team
- Demonstrate flexibility, versatility, initiative, pro-activity, diplomacy, dynamism and enthusiasm.
- Able to work under pressure and tight deadlines
- Speaking and writing Hindi fluently
- Excellent in written and spoken English; other relevant languages will be considered as a plus

JOB DESCRIPTION

The incumbent serves as Secretary/Receptionist in ECHO RSO Delhi with the responsibility for carrying out general office/department co-ordination and information-flow management, and providing secretarial and other related duties.

Applications MUST comprise of:

- A cover letter setting out briefly the candidate's motivation and suitability for the position.
- A completed CV in the EC standard format only (The EC Standard format can be downloaded from http://ec.europa.eu/delegations/india/about_us/vacancies/index_en.htm)
- The name, position and contact number/details (telephone, fax, e-mail) of three references, one of them being from the last employer.
- Any pertinent recommendation letter(s) that the candidate may wish to add.
- A copy of education certificates/diplomas/degrees
- A copy of relevant work certificates.

CONTRACT

A contract of employment will be concluded for an initial period of one year, subject to a successful completion of 6 month probation period. Employment is expected to start in April 2011. The candidate will be placed in Group 4 on the ECHO salary grid. The step on the group will depend on the work experience.

The European Commission's Humanitarian Aid and Civil Protection department (ECHO) is an Equal Opportunities Employer. The working conditions include working with a dynamic, enthusiastic and engaged team in an open and collaborative environment.

Applications must arrive in the ECHO Regional Support Office no **later than 10/02/2011 at 17:00 hrs local time**. The application should be clearly marked **Secretary/Receptionist (Ref. 16)** on the envelope. Electronic applications shall not be accepted.
Only short-listed candidates will be contacted. Candidates must abstain from contacting the ECHO Regional Support office for information on the selection process. Any candidate that in any way tries to influence the selection process will be disqualified immediately.

Address for applications:
ECHO South Asia Regional Support Office
Regional Administrative Coordinator
Application for the post of Secretary/Receptionist (Ref. 16)
C-384, Defence Colony
New Delhi - 110024