

Job Description

BASIC DETAILS

Job title	: Management Assistant
Mission	: Dublin
Job level	: pay scale 6
Number of hours	: 25 hours (part-time)

- The management assistant role is to provide organisational, secretarial and administrative support to management.
- He/she should have considerable experience and be able to work largely independently.
- He/she would work closely with the other **Management Assistant**.
- His/her role is to act as a link within the internal organisation and external environment, making connections, assessing interests and weighing up decisions.
- His/her role would involve coordinating complex information from various sources.
- He/she would contribute towards compiling management information.
- He/she would nurture contacts with a view to harmonising processes and procedures.

DESCRIPTION OF DUTIES

Secretarial, organisational and administrative support activities.

Below duties will be shared between two (part-time) staff members, both **Management Assistants**, who will work closely together, but also each have their own set of tasks.

The other Management Assistant will mainly look after the Ambassador/Head of Mission and the Political/EU Department while the vacant position for Management Assistant will be working mainly with the Deputy Head of Mission and the Economy, Trade and Sustainability Department. Staff members will provide back-up to each other if and when required.

Secretarial Tasks:

- To coordinate and implement secretarial/administrative work, prioritising specific tasks (including diary and mail management, logistical arrangements, incoming and outgoing correspondence and telephone communication)
- To develop clear, accurate and engaging correspondence, documents and presentations.
- To organise and provide event support in an administrative, logistical and organisational capacity.
- To handle independently various activities, among formal/protocol tasks, incoming and outgoing mail, including email.
- To provide support to attaches based at the Netherlands Embassy in London, who are also accredited to Ireland (Air and Navy Defence, Police Liaison, Prosecutor, and Immigration Officers)

Organisational Tasks:

- To compile the schedule and supports required for official visits and delegates.
- To coordinate the administrative and logistical arrangements for projects, for example trade delegations, trainings and meetings; by sending invitations and documents, organising facility support, catering; including the staff for the event and coordinating the administrative tasks related to registration and payment and specific to protocol matters.
- To manage events outside and inside the Embassy and/or Residence, such as sending out invitations, organize catering, set-up of the room and other relevant logistics.

Administrative Tasks:

- To maintain contact with suppliers of services such as printers, hotels and caterers.
 - To act as the initial contact person for the Irish Department of Foreign Affairs and/or other (semi) Government organizations and/or Embassies within the Dublin network and/or companies.
 - To manage our contact database, ensuring it is regularly updated and monitored.
 - To manage our economic database.
 - To highlight the profile of the Embassy, monitor, coordinate and provide input for Embassy's social media channels (LinkedIn, Twitter, Facebook & Instagram).
 - To handle independently overflight requests and deal with requests for navy visits.
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KNOWLEDGE AND SKILL REQUIREMENTS

- Excellent written and verbal communication skills required.
 - Experience in secretarial/administrative work and in coordinating complex information flows and processes from various sources, weighing up results, interests, priorities etc.
 - Experience with Windows-driven MS Office programs such as Word, Excel and Outlook.
 - Knowledge of management assistance methods, secretarial work and general secretarial/administrative procedures and regulations.
 - Understanding of civil service and political interests and sensitivities, of primary processes and of administrative, organisational and functional relationships
 - Experience in collecting and interpreting data and compiling management information.
 - Understanding of functional relationships and of relevant administrative processes within the organisation.
 - Experience in using social media platforms such as LinkedIn, Twitter, Facebook and Instagram.
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COMPETENCES

- Ability to work both as part of a team and independently
- Ability to plan and organise
- Ability to prioritise workloads and multitask
- Display integrity, discretion, confidentiality and professionalism
- Flexible, can do attitude

- Accuracy with strong attention to detail
- Excellent verbal and written communication skills

LEVEL OF EDUCATION / ADDITIONAL TRAINING AND KNOWLEDGE

- Secondary vocational level.
 - Fluent in English both verbal and in writing.
 - Practical knowledge of the Dutch language, both verbal and written is a strong advantage.
 - Skilled in Microsoft computer systems, including excel and powerpoint.
 - General knowledge of the nature of an Embassy's work.
 - Experience in creating and keeping records, filing and in producing progress and other reports, lists and policy documents.
 - Experience with social media
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WORK ENVIRONMENT

The Embassy is responsible for the promotion of the interests of the Kingdom of the Netherlands in Ireland in all its aspects. It has a small and dynamic team of 13 staff members, which is primarily responsible for the political, economic/commercial and consular activities. Policy wise, focus is on EU affairs and on bilateral economic relations. The team consists of 2 expat staff members (Ambassador and the Deputy Head of Mission) and 11 local staff members. Within the team, cooperation is important and people are expected to be flexible when it comes to concrete tasks, including helping others. The Embassy has a "can do" mentality and there is an excellent team spirit focused around the principle of "one team".

STAFF MEMBER PROFILE

- We are looking for someone who is pro-active and knows how to build bridges between the Netherlands and Ireland.
 - He/she should know how to translate the Embassy's needs and roles into concrete actions and is an all-round professional.
 - He/she should be capable of working independently, developing initiatives and ideas, set priorities and is able to achieve results when under pressure.
 - He/she should know when to take responsibility and when to involve higher management at the Embassy.
 - He/she should know how to manage sensitive information and act accordingly.
 - He/she should be a flexible team player, willing to go the extra mile when necessary.
 - He/she should be eager to learn and to develop him-/herself.
 - Considering the nature of the position, a high level of integrity is required.
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OTHER INFORMATION

This is a fixed term position for one year with the option to renew. The job description does not describe in detail all tasks. This profile provides the precondition for the job. The Ministry of Foreign Affairs of the Netherlands is in a constant process of development. These developments may have an impact on the tasks as outlined in this profile.

DIVERSITY AND INCLUSIVENESS

The Ministry of Foreign Affairs of the Netherlands is an inclusive employer with a focus on diversity. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age or any other category protected by law.

BENEFITS AND WORKING CONDITIONS

- Gross annual salary ranges between EUR 30,000 and EUR 34,000 (based on a 25 hour working week) depending on the level of experience/qualifications.
- Contribution to private health insurance.
- 23 days of annual leave (pro rata).
- Flexible working – hybrid model at the moment. Please note that this may change in the future, including completely back to the office.
- The Embassy encourages further personal and professional development and offers possibilities to do so.

The successful candidate will be employed by the Embassy of the Kingdom of the Netherlands in Dublin and will initially be offered a with a duration of one year, with the possibility to extend. A decision to extend the contract will depend on job performance.

The legal status of local employees at the Embassy in Dublin is defined by the Legal Status (Local Employees) Regulations 2020 (LESC 2020), in conjunction with the mission version for Ireland (PUW).

MORE INFORMATION

For more information, please contact:

Marloes Albers, Operations Manager at the Embassy of the Kingdom of the Netherlands in Dublin via email: marloes.albers@minbuza.nl

Interested candidates are requested to send a cover letter and CV **by close of business on 6 January 2025** to dub-az@minbuza.nl