**Job profile Date:**  7 November 2023

**BASIC DETAILS**

Job title : Management Assistant

Unit/mission : Astana

Job level : scale 6

Number of hours : 40

Salary : min. 659.019 KZT gross/month

Contract Period : 12 months
Starting Date : 1 January 2024 (negotiable)

Closing Date for applications : 17 November 2023 at 18.00 AST time

**GENERAL JOB RELATED INFORMATION:**

The Management Assistant (hereinafter MA) is primarily responsible for:

1. Working with & for the Head of Mission (HoM) and Deputy Head of Mission (DHoM), or otherwise upon request of the Management Team (MT);
2. Administrative, secretarial and organizational activities and support;
3. Translation English / Kazakh / Russian;

**DUTIES AND RESULT AREAS:**

1. Secretarial tasks and activities / working with & for HoM and DHoM, which include:

* Managing the HoM’s and DHoM’s agenda’s, as well as other administrative and practical support to HoM and DHoM, such as travel documents preparation and travel declarations;
* Effectively managing the general Embassy inbox;
* Sending out Note Verbales (NV’s), keep track on replies/follow up and elaborate upon incoming NV’s;
* Organization and supervision of representation activities, such as receptions and dinners, including a proper handling of the NL MFA’s procedures for Compensation for Active Representation (CAR or in Dutch: VAR);
* Accreditation of new Embassy diplomats, also in other countries of our resort; also for the Honorary Consuls in the resort of the Embassy;
* Making appointments for HoM and DHoM, registering for conferences, webinars, receptions, online meetings etc.;

2. Administrative / organizational tasks, activities and support, which include:

* Staff meeting preparation and minutes;
* Organization of lunches, dinners and other meetings for HoM and DHoM;
* Being point of contact for CRM-system (Customer Relationship Management) and keeping it up to date;
* Coordination of Kings Day event(s);
* Arranging business trips for HoM and DHoM as well as other trips for HoM and DHoM (and possible dependent family members) that are paid by the MFA of the Kingdom of the Netherlands (NL MFA), such as annual leave and family reunification;
* Following up on other requests by the MT;
* Possible back up of / support to other colleagues of the administrative section.

3. Translation English / Kazakh / Russian

* First point of contact for providing swift and high quality translations from one language into another. This regards NV’s, letters and other documents.

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**EXTERNAL CONTACTS OF THE MA:**

* Personal / Management Assistants of other Embassies and representations of international organizations;
* Points of Contact within the Ministry of Foreign Affairs of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan respectively, and within other relevant ministries in these countries;
* Relevant Points of Contact within the NL MFA;
* Contacts as listed in the Customer Relationship Management system of the Embassy and those who are to be added into this system;
* Travel agencies, air companies and other external travel related contacts;
* Contacts in the sphere of hospitality (hotels, restaurants, catering, etc);
* Consular customers;
* Possible other relevant external contacts.

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**DESCRIPTION TYPE OF EMPLOYEE REQUIRED / COMPETENCES / JOB REQUIREMENTS:**

* The MA is able to play a pivotal role with regard to secretarial, logistical and administrative support of the management and to the general operations of the Embassy.
* The MA should possess the following well developed competences:
* Ability to work accurately;
* Flexibility;
* Ability to plan and organize;
* Ability to work with others;
* Ability to cope with stress;
* Client oriented;
* Integrity;
* Organizational sensitivity.
* Adequate level of education, such as secondary vocational level (in NL: MBO).
* Fluent in spoken and written Kazakh, English and Russian.
* Skilled in maintaining good work relationships.
* Preferable known with the Dutch social norms and values.
* Recognizes his/her own behaviour in the three NL core values: freedom, equality and solidarity.
* Adequate computer skills (Word, Excel, Outlook, online applications a.o.)
* Relevant work experience.

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**WORK ENVIRONMENT**

* The relatively small size of the Embassy brings a wide variety of activities, which require a high degree of flexibility but also provides an interesting challenge.
* The Embassy is located in Astana and has all five Central Asian countries under its mandate. The Embassy team currently consists of six expatriate staff members and fourteen locally recruited employees.
* The Ministry of Foreign Affairs in The Hague and the Embassy in Astana are actively promoting diversity and inclusiveness. These aims are being taken into account in our selection procedure.
* One Team – approach is leading; every member of the team is a valuable part of the Embassy; colleagues should be open and available to back each other up.

NB: A social media assessment forms part of the application procedure, in the understanding that the information found may not always be truthful.

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**CONTACT:**

In case of interest in the vacance you are invited to sent a CV and a motivation letter to AST-AZ@minbuza.nl

Questions with regard to the vacancy can be send by e-mail to AST-AZ@minbuza.nl

During office hours, the Embassy can be reached at +7 7172 555455.