

Job profile**Date:** 06 February 2018

A. BASIC DETAILS

Establishment post no.	:	63585254
Job title	:	Senior Secretary/Administrative officer
Mission:	:	Mexico
Job level	:	scale 6
Number of hours per week	:	35

SPECIFIC INFORMATION

The Senior Secretary/Administrative officer supports the economic section of the Embassy with secretarial, clerical and logistic support. He or she will assist in organising events, fairs, and visits. The Senior Secretary/Administrative officer will also support the Embassy as a whole in organising events, and will replace the other adm officers of the Embassy in their absence.

B.1.1 RESULT AREAS AND RESULTS

- A Administrative support for the economic team**
 - B Support to the primary processes of this Embassy**
 - C Administrative support in the area Personnel, Information Systems, Organisation, Finances, Administration and Housing**
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B.1.2 TASKS

- A. Administrative support for the economic team**
 - Provides secretarial and administrative support to the economic section.
 - Plans meetings, organises events,
 - Keeps track of budgets, mainly the BPA budget

- Communicates fluently in Spanish, and supports the section in their communication when needed

B. Support to the primary processes of this Embassy

- Participates in project teams, e.g. around incoming visits, Kingsday, etc
- Replaces and support the other admin staff at the Embassy

C. Administrative support in the area Personnel, Information Systems, Organisation, Finances, Administration and Housing

- Providing clerical and logistic support, in close consultation with the Operational Manager, in the field of PIOFAH (Personnel, Information Systems, Organisation, Finances, Administration and Housing).
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B.2 FRAMEWORK

- The Senior Secretary / Administrative officer is accountable to the Deputy Ambassador / Head of Economic Affairs.
 - He/she will work in close collaboration with the six policy officers of the Economic Section, the Operational Manager and the general affairs team, and the other administrative officers.
 - The work is carried out in accordance with ministerial administrative and procedural regulations relating to internal management.
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B.3 CONTACTS

- with the Head of Economic Affairs, on the planning and completion of work
 - with the economic team, on the work flow and needs for support
 - with the Operational Manager, on issues regarding in the area Personnel, Information Systems, Organisation, Finances, Administration and Housing
 - with the other administrative officers, for coordination, replacement and backstopping
 - with companies, local government and other bodies, to make appointments, exchange information, etc;
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B.4 KNOWLEDGE AND SKILL REQUIREMENTS

- Excellent knowledge both orally and in writing of the Spanish language. (C2)
- Good knowledge of either the English or the Dutch language both in reading and in writing (C1)

- Vast experience in office management, incl relevant software applications (outlook, access, trello, etc)
 - Knowledge / affinity with administrative and procedural regulations relating to internal management at the mission
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B.5 COMPETENCES

Describe the competences required for the job.

- Interpersonal skills
 - Commitment
 - Ability to communicate orally
 - External awareness
 - Ability to plan and organise
 - Ability to work with others
 - Ability to communicate in writing
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B.6 LEVEL OF EDUCATION / ADDITIONAL TRAINING AND KNOWLEDGE

- Secondary vocational level (MBO);
 - Experience is required.
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C. WORK ENVIRONMENT

C.1

Medium sized Embassy with 20 people working in Mexico City, and 2 people in the Netherlands Business Support Office in Querétaro. The economic section has 6 policy officers, each focusing on a specific theme or sector. There is also an agriculture section, with whom we work closely together. We work as a team, and maintain close relations with the NBSO in Queretaro. We have a vast external network within Dutch and Mexican companies and with Mexican authorities.

The Embassy is now based in Santa Fé but will move to Volcán 150 (Lomas – Virreyes) in September 2018.

C.2

The economic team of the Embassy exists of the head of Economic Affairs/ Deputy Ambassador, and five other policy officers, working in the areas of Energy; Ports, Infrastructure and logistics; Water and Resilient Cities; Automotive and Aerospace; Dutch Design, Holland Branding, Start Ups and CSR; Financial Facilitation. An intern from a Dutch higher education institute often supports the team. Two colleagues staff the Netherlands Business Support Office in Querétaro. They handle trade requests and help SMEs to get there started in Mexico.

D. STAFF MEMBER PROFILE

The successful candidate is a team player, enjoys organising visits, missions and events. She/he is a good communicator, is punctual and accurate. A good sense of humour is welcome too!

E. OTHER INFORMATION



CONTACT

For more information or to send your application, please write to: mex-info@minbuza.nl