



Job vacancy- Administrative Economic Officer

The Embassy of the Kingdom of the Netherlands in Riyadh

The Embassy of the Kingdom of the Netherlands is located in the Diplomatic Quarter and consists of three departments: political, economic, and consular/internal affairs. The Embassy staff consists of 7 diplomatic staff and 15 local staff of different nationalities. At the Embassy diplomats from the Ministry of Foreign Affairs as well as from other Dutch ministries work closely together with locally employed staff. The principles of working in a 'one-team' structure, of which a flexible attitude and solidarity are essential characteristics, lie at the heart of the functioning of the Embassy. Each position has its own job description and own responsibilities, but that is more indicative than limitative. As a team, we tackle the issues facing us together.

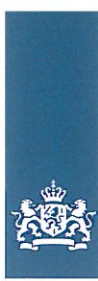
Specific job information

- 18,75 hours a week 0,5 fte

The administrative economic assistant will work under the management of the Deputy Head of Mission/Head of the Economic department. The economic department of the Netherlands Embassy is primarily concerned with identifying commercial opportunities in KSA for Dutch businesses, supporting Dutch businesses and trade interests and providing businesses and knowledge institutions with appropriate economic and sectorial information and relevant contacts.

Tasks and responsibilities

- Responds to a wide-ranging variety of questions, requests and telephone calls
- Takes minutes of meetings
- Elaborates and draws up documents and take care of correspondence, following general instructions
- Provides general administrative, logistical and organizational support(including official visits, incoming and outgoing missions, official trips and working visits)
- Creates, files, and update work files
- Provides information to management and other staff
- Replaces translator Arabic-English during absence and when needed
- Maintains and update database of archiving system
- Provides secretarial/ administrative support for varied but related range of subjects with a focus on economic affairs/ bilateral relations
- Is reasonably able to work independently
- Acts as information point/front office
- Maintains contacts with a view to providing information



Required skills and education

- Higher Education
 - Fluent in English and Arabic, Dutch (optional)
 - Skilled in Windows-driven MS office programs such as Word and Excel, Outlook
 - Non-Saudi applicants must have residence permit/transferable iqama
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- Knowledge of secretarial work and general secretarial/administrative procedures and regulations
 - Skilled in translation and interpretation (Arabic-English)
 - Knowledge of standard documentation and archiving techniques
 - Understanding of functional relationships and relevant administrative processes and within the organization
 - Skilled in receiving and speaking to staff and third parties skilled in collecting and interpreting data and providing management information
 - Skilled in secretarial/administrative work

Required competences

- Team worker
- Initiative
- Customer friendly
- Care
- Responsibility
- Accuracy
- Ability to plan and organize

Personality

We are looking for a motivated, enthusiastic colleague who meets the above mentioned requirements. An enthusiastic team worker, with an international orientation, willing and able to take responsibility and initiative. Someone who is flexible. Someone who can plan and organize and is able to work in a structured way, even during busy times. Who has excellent skills on the phone in communication with third parties. Who has excellent computer skills.

Procedure

- Applications, including a motivational letter, complete CV with photo, recommendations and transcripts of diplomas. must be sent to the Netherlands Embassy in Riyadh by e-mail: riy-ea@minbuza.nl
- Deadline 3rd of April 2018.
- Short listed applicants will be contacted for an interview at the Embassy in April.