

Job profile**Date:** 1 July 2018

A. BASIC JOB INFORMATION

Formation place	: 63377136
Job title	: Management Supporter – Education
Job group Job building <i>Rijk</i>	: Management Supporter
Service part/post	: Riyadh
Local scale	: L6, part-time (18,75 hours per week)

The Management supporter works on organisational, policy supporting and financial/administrative proceedings in support of the management and/or employees of an organisation-unit or project:

- secretarial support in favour of the management and/or employees of an organisation-unit or project;
 - financial support
 - (coordination of) (secretarial administrative) support on comprehensive and in nature and content varying subjects in an official and political dynamic context;
 - relevant work experience and self-supportive;
 - link between the internal organisation and external environment, making connections, assessment of interests and weighing consequences;
 - coordination of information flow;
 - contribute to the collection of information for the management
-

SPECIFIC JOB INFORMATION

The management supporter will be tasked with subjects regarding the field of Education. The Embassy has a policy on attracting Saudi students to obtain their bachelor or master degree in the Netherlands. To achieve this the Embassy supports Dutch educational institutions in terms of information, establishing contacts and representation at educational fairs.

B.1.1 RESULT AREAS AND RESULTS

1. **Organisational and administrative supportive tasks**
 2. **Specialist and policy relevant supportive tasks within the area of education**
-

B.1.2 Tasks**1. Organisational and administrative supportive tasks**

- coordination and execution of secretarial and administrative management of the account, taking into consideration the posed priorities (e.g. agenda/management of the inbox, taking care of incoming/outgoing correspondence, communication by telephone, and archive)
 - coordination of information flows
 - being a link, contact person to the internal organisation and external environment
 - assessing interests and urgency, making connections and weighing the consequences of your actions, guarding progress and completion, signalling and urging
 - providing information of general substantive and procedural nature and administrative and organisational processes
 - recording, taking notes, translating, drafting and developing written pieces and taking care of correspondence on global indication
 - administrative, logistic and organisational support of a general nature (e.g. official visits, missions, seminars etc., also business-related travels and work-related visits)
 - receiving visitors
 - drafting and keeping up with work-related files
 - having a key function at appointments, receiving guests, representation, internal and external meetings
-

2. Specialist and policy-relevant supportive tasks

- collecting data and checking it on correctness, usefulness, topicality, and completeness
 - assessing information and information requests in a right and efficient manner and settling them within the set amount of time
 - taking care of an accessible formation of files
 - focussing on a consistent use of data
 - realising (partial) products and services in a timely basis with regard to the procedures, methods, techniques and arrangements
 - guarding the planning and progress
 - maintaining current relationships
 - administrative, logistical and organisational support of specific nature (events etc.)
 - executing desk research in favour of network relationships
 - maintaining the network in favour of the supply of information
 - following and collecting relevant information on educational institutions in Saudi Arabia, especially those relating to the Netherlands. Is also involved in informing the people concerned with these files in the Netherlands.
 - is responsible of electronic files, agenda, contact details, keeping the parts of the embassy website related to education up to date.
-

B.2 FRAME WORK

- internal guidelines and procedures, requirements, rules and regulations
 - judgement on delivered supportive tasks
 - the tasks are to a large extent open to one's own judgement
 - the employee is under the P-responsibility of the First Secretary.
-

B.3 CONTACTS

- On the request of the policy officer the employee will be in touch with (Dutch) ministries, governmental institutions, Dutch educational institutions and NGOs.
-

B.4 KNOWLEDGE AND REQUIRED SKILLS

- adequate knowledge of Windows-controlled MS-office programs such as Word, Excel, Outlook and PowerPoint
 - knowledge of management supportive ways of work and methods, secretarial control and general secretarial/administrative procedures and requirements
 - general relevant knowledge of contemporary (intertwined) policy subjects and processes, knowledge of regular documenting- and archiving techniques\
 - insight in official and political interests and sensitivities, in primary processes, in governmental, organisational and functional relations
 - skilled in collecting and presenting data in a clear way, and collecting management information, subject-technical or administrative-technical knowledge and an insight in organisational and functional relations connected thereto.
 - skilled in the secretarial (administrative/financial) control, in coordination of information flows and –processes and weighing its consequences, interests, priorities etc.
 - knowledge English language, and the language of the country in which the embassy is located; knowledge of the Dutch language is a pre, but not a strict requirement.
 - communicative skills
 - affinity with subject-relevant policy areas
-

B.5. COMPETENCES

- customer directed
- analytical way of thinking
- cooperation
- integrity

- initiative
 - networking
-

B.6 LEVEL OF WORK AND -INTELLIGENCE / ADDITIONAL EDUCATION

- MBO level of work and intelligence with lots of experience
 - Knowledge of administrative and economic affinity
 - Good communicative and organisational qualities
 - Good knowledge of English language. A good knowledge of the Arabic language is welcomed
 - Good computer skills and experience with diverse software packages
-

C. WORK ENVIRONMENT

C.1

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.

D. PERSONALITY AND SKILLS OF EMPLOYEE

Team player, knowledge of education programmes in the Netherlands and KSA, flexible

E. OTHER INFORMATION

CONTACT PERSON

Name, function and telephone number of a contact person by whom those interested can request additional information

First Secretary; Jeroen Gankema, +966 11 44 22 328

Jeroen.gankema@minbuza.nl

Deputy Head of Mission; Mascha Baak, +966 11 44 22 326

Mascha.baak@minbuza.nl