



PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN
ASSEMBLEE PARLEMENTAIRE DE LA MEDITERRANEE

برلمان البحر الأبيض المتوسط

JOB PROFILE

Vacancy Announcement - Administrative Assistant- Local Recruitment

Duty station: City of San Marino, Republic of San Marino

Deadline for applications: 26 May 2023

Organizational setting and reporting relationships

The Parliamentary Assembly of the Mediterranean (PAM) is an international organization of 31 member and associate countries of the Euro-Mediterranean and Gulf regions. The main objective of PAM is to forge political, economic and social cooperation among the member states in order to find common solutions to the challenges facing the region, and to foster peace and prosperity for the Mediterranean peoples. PAM is the centre of excellence for regional parliamentary diplomacy, and a unique forum of discussion among its member states, which are represented on equal footing. The staff of the Secretariat assists the PAM President, the PAM Bureau, all members and the Secretary General in the execution of their mandate and is responsible for the follow-up on the decisions taken by the Assembly providing coordination, assistance and support to the work of the three Standing Committees (SC) and all other bodies established under PAM.

The duty station for this local position is the City of San Marino, Republic of San Marino, where the International Study Centre (ICS-PAM) of the Parliamentary Assembly of the Mediterranean (PAM) is located.

Accountabilities

The incumbent will work under the supervision of the Head of Administration and Protocol and reports administratively to one or more officers.

Within limits of delegated authority, the incumbent will be responsible for the following duties:

- Provide general office support services to help ensure the smooth functioning of the Secretariat.
- Use standard word processing package to produce a variety of routine correspondence, reports, tables, charts, graphs, etc. in accordance with institutional standards.
- Maintain calendar/schedules; monitor changes and communicate relevant information to appropriate staff inside and outside the immediate work unit.
- Assist in the preparation of the annual office budget, prepare invoices and payment authorizations for services purchased by the office. Review the status of relevant expenditures and compare with approved budgets.

- Hold and disburse funds from a petty cash account. Ensure day to day payments are made, keep a record of financial transactions and prepare a yearly account reconciliation for both bank and petty cash accounts.
- Maintain the office filing system, effectively triage and catalogue files prior to archiving. Ensure that all relevant exchanges of e-mails or letters originating from the Secretariat are properly archived and copied;
- Open and redirect email and correspondence and perform paper and electronic group mailings. Receive and refer telephone enquiries to appropriate staff members. Respond, in the absence of professional staff and as appropriate, to enquiries and requests from Headquarters and outside partners;
- Perform a variety of administrative duties (e.g. leave recording, meeting organization, reservations, travel arrangements, managing office supplies and equipment - order and restock, assist staff and researchers in settling and living in San Marino, etc.).
- Operate and maintain a variety of office equipment in the performance of basic office functions, e.g. photocopier, facsimile, printer, scanner, etc.
- Assist in the processing (editing, scanning and electronic conversion, word-processing and proof-reading) of documentation submitted for meetings organised by the Office;
- Perform any other duties as assigned (e.g. active involvement in the selection processes and handling of human resources-related matters, picking up or dropping off personnel or goods at specific times and locations with own vehicle, etc.).

Competencies

- Professionalism – Shows pride in work and in achievements. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns.
- Discretion: Political tact, sensitivity and discretion in handling a wide range of matters, including those of a confidential nature;
- Communication – Good communication (spoken and written) skills, with fluency in Italian and English, including ability to draft routine correspondence.
- Teamwork – Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

Required Qualifications and Experience

Education

- Bachelor's degree in Business Administration, Languages, International Relations, Social Sciences or a related field from an accredited academic institution with minimum 3 years of relevant experience, *or*
- High school degree with 5 years of relevant professional experience. Post-secondary training in administrative skills.

Experience

- At least 3 years of relevant and progressive experience in administrative procedures and accounting, experience within an international organization is preferable;
- Effective organizational skills and ability to establish priorities and plans, ability to work under pressure and cope with deadlines;
- Demonstrated problem solving attitude and skills;
- Excellent written and spoken communications skills, good interpersonal skills, ability to work in a multi-cultural environment.

Languages

- Fluency in oral and written English and Italian are required.
- Good working knowledge of French is an asset.

Other

- Good computer skills; proficiency in standard computer applications for e-mail, word processing, spreadsheets, Internet are required.
- An international working calendar is observed and extended working hours are occasionally required.
- Type B driving licence.

Remuneration and type of contract

- Depending on nationality, professional background, experience and family situation, a competitive compensation and contract are offered.

Deadline for applications: 26 May 2023

Please note that the selected candidate for this local position shall be recruited in San Marino, irrespective of his/her nationality. A staff member locally recruited shall not be eligible for the allowances or benefits applicable to international staff.

Interested candidates are invited to submit their updated CV, with a cover letter, to secretariat@pam.int and admin@pam.int, mentioning the job title in the subject line.

Contact: Mr. Mario Bracco Barcina
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