



## **EMBASSY OF THE REPUBLIC OF SIERRA LEONE TO BELGIUM AND MISSION TO THE EUROPEAN UNION**

### **VACANCY ANNOUNCEMENT: RECRUITMENT OF PERSONAL ASSISTANT TO THE AMBASSADOR**

The Embassy of the Republic of Sierra Leone in Brussels invites applicants from suitably qualified and motivated candidates to fill the position of Personal Assistant to the Head of Mission/Ambassador.

The applicant must possess and or provide the following prerequisites:

- A valid Belgian work permit,
- Certificate of Residence from the Commune
- At least 3 traceable references

#### **Job Description**

The core duties vary, but typically include high level office management support, organising meetings, hospitality and travel arrangements as well as handling phone calls and enquiries. The post holder will work closely with staff in the Embassy and the Ambassador's Residence. The post holder may also be asked to provide support to the Deputy Ambassador when the Ambassador is travelling.

#### **Reporting line**

The Personal Assistant reports directly to the Ambassador. The Personal Assistant has key working relationships with the Deputy Ambassador, Head of Chancery and First Secretary.

#### **General Office Management Duties**

- Relaying the Ambassador's messages to Embassy staff and interpreting his messages accurately to diplomatic staff and local employees in Embassy when necessary;
- Managing the internal communication flow by distributing other documents and correspondence as directed by H.E the Ambassador;
- Coordinating good time management for H.E the Ambassador;
- Updating regularly H.E the Ambassador's daily schedules for meetings, ceremonies and other official gatherings;
- Receiving/distributing Embassy mail and addressing items with H.E. the Ambassador on time;
- Filing and organizing business cards and documents;
- Following up on all assignments and updating H.E the Ambassador;
- Receiving phone calls and taking messages with professional manner;
- Registering documents assigned to third parties;

- Responding to official letters or diplomatic notes with standard language and format;
- Translating documents when necessary;
- Preparing documents for meetings.
- Managing leave of Ambassador, stationery orders, processing of requests and maintaining the Ambassador's contact lists.

### **Ambassador's Appointments**

- Advise Ambassador on the background and purpose of invitations and events as required.
- Make appointment schedules, organizing and supervising arrangements made for meetings and conferences and prepare travel documents and briefings.
- Reminding the driver about assigned destinations and arranging accurate timing;
- Preparing and serving tea to the Ambassador and his guests during meetings; removing the tea cups after guests leave.

### **Other Duties**

- Accomplishing extra assignments by H.E. the Ambassador in a timely manner;
- Ensuring provision of support services for the Residence of the Ambassador.
- Keeping in close contact and fostering good relationships with Diplomatic Service Bureau;
- Assisting with Embassy events when requested;
- Working with the Head of Chancery and other related units within the Embassy in the distribution of public relation materials in regards to providing names and contact information for recipients;
- Ensuring that approved visitors to the Ambassador are well received and entertained;

### **Notes:**

Work begins at 09:00hrs and ends at 17:00 hrs. but largely subject to the Ambassador's diary. The job holder will need to be flexible should support be required outside of these hours.

### **Essential qualifications, skills and experience**

1. Tertiary qualifications and extensive experience as Executive/Personal Assistant to a Senior Executive or similar employment experience;
2. Superior office management and organisational skills, including accuracy and attention to detail;
3. Functional management/hospitality supervision and support skills;
4. Highly organized to be able to deal with multiple tasks;
5. Knowledge of OACPS & EU affairs would be useful;
6. High-level computer skills including working knowledge of applicable software applications such as, Microsoft Word, Publisher and Excel
7. Ability to take minutes and produce reports.

8. High level of integrity, discretion and understanding of ethics.
9. Excellent communication and interpersonal skills, including the ability to be professional, courteous and deal directly with key players at a senior level both inside and outside the Embassy.
10. Must be able to speak and interpret or translate from French to English;
11. Good usage of key internet browsers is an added advantage.
12. Previous experience working in other Embassies/Missions will be an added advantage.

**Application deadline:** 24 October 2020

**Type of Position:** Permanent

**Working hours per week:** 38

**Region:** Europe

**Country/Territory:** Belgium

**Location (City):** Brussels

**Number of vacancies:** 1

**Salary:** Attractive

**Start Date:** January 2021

**Additional information:**

The adverts can be accessed through the Embassy's website available at: <https://sierraleoneembassy.brussels> and the Reception Desk of the Embassy. Original hard copies are to be presented at the interview.

Interested applicants should provide the following:

- (1) Personal details and a summary of work experience (Curriculum Vitae) related to the selection criteria.
- (2) Details of two non-related referees

Resume and cover letter should reach the undermentioned, no later than **24 October 2020**.

Only successful candidates will be contacted. Please no phone calls. Due to the high volume of resumes received, the Embassy cannot guarantee consideration of your application if the submission instructions are not properly followed.

The successful candidate must be willing to undergo a police check and medical check as part of their engagement to determine suitability and fitness for duty. Offers of employment are dependent on satisfactory security and medical assessment clearances.

**Embassy of the Republic of Sierra Leone**  
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