



We are seeking to appoint an

**Administrative Assistant to the Secretary-General  
Accredited European Schools  
(Full-time post – 37h30)**

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 27,650 pupils on roll. The Office of the Secretary General is the central office responsible for managing the European Schools system.

**Description of the function**

The Administrative Assistant to the Secretary-General Accredited European Schools will have as main responsibility to support the Secretary-General and the Executive Coordinator (Head of the Central Administrative Unit) in executing their duties concerning the accreditation, auditing and follow up of the functioning of the Accredited European Schools in close cooperation with the Head of the Pedagogical Development Unit and the Head of the European Bacculaureate Unit.

**Main Duties:**

- Coordinate the tasks concerning Accredited European Schools in the Office of the Secretary General of the European Schools under the control of the Secretary General and the Executive Coordinator as line manager;
- Liaise with the Directors of the Accredited European Schools and provide them with all necessary information regarding the areas of activities the Office of the Secretary General is concerned;
- Organisation of meetings of EAS Directors;
- Supervision and control of the lists of Directors/Deputy Directors/Secretaries of the EAS;
- Processing of information for dissemination, including monitoring of posting on the ES website;
- Support the Accredited European Schools in particular by:
  - answering questions regarding the pedagogical operation of the schools in cooperation with the other units of the Office and in particular the Pedagogical Development Unit and the European Bacculaureate Unit;
  - correspondence related to the EAS, communication of informative documents, clarification of this information in writing or verbally;
- Management and follow up on applications, in particular general interest files and dossiers of conformity;
- Liaison with the delegations of the Member States as well as the applicant schools concerning the general interest files and dossiers of conformity;
- Coordination and supervision of the process of accreditation and renewal of accreditation of schools;
- Contacts for accreditations and their follow-up;
- Organise and follow up the audits of the EAS in co-operations with the audit teams (experts and inspectors of the European Schools);
- Control of audit reports before their presentation at the meetings of the bodies;
- Supervision and annual control of the "Calendar" (important dates in the accreditation process) of the EAS;
- Adaptation of agreements according to legal opinions and organisation of signatures;
- Supervision and annual control of summary documents;

- Logistical support to the Secretary General: verification of data, production of reports on request, etc.;
- Contribution to the updating of the Secretary General's Report with regard to the EAS;
- Participation in the meetings of the bodies for items concerning the EAS;  
Processing of information for dissemination, including monitoring of posting on the ES website.

### **Profile required:**

- **University degree** (minimum of 4 years of higher education) with pedagogical and/or legal orientation;
- 5 years of professional experience in a similar function;
- Excellent knowledge of the functioning and organisation of educational systems and institutions in general;
- Information on the European schools and the Accredited European Schools;
- Excellent writing skills requiring precision and rigour;
- Excellent communication skills;
- Good analytical and synthesis skills;
- Ability to work both independently and in a team;
- Sense of organisation and responsibility, discretion and attention to detail;
- Ability to work in stressful situations related to meeting deadlines and flexibility;
- Ability to interact with a demanding public in a multicultural environment;
- Excellent command of IT tools: MS office, Office 365;
- Good command of interactive tools (Skype for business, MS Teams);
- Knowledge of languages: **Excellent command** (both written and oral) of one of the following languages: English or French (minimum level C1 according to the Common European Framework of Reference for languages - CEFR standard, or equivalent) and at least **independent command** (both written and oral) of the respective other language (English or French), minimum level B1 according to the CEFR standard, or equivalent.

### **We offer:**

- **A permanent contract** under the conditions provided by Belgian labour and social law;
- A challenging position in an international team;
- Possibilities for professional development;
- Free schooling in the European Schools.

#### **Interested?**

**Fill out the online form [here](#) and send your application** (motivation letter in Word format, CV in Europass format and copy of the requested diploma) **to:**

**[OSG-RECRUITMENT@EURSC.EU](mailto:OSG-RECRUITMENT@EURSC.EU)**

**By 2 November 2020** at the latest.

***Respect of instructions for applying will be considered for the preselection, therefore please be mindful.***

The 'subject' of the email has to be filled in as follows:

**Administrative Assistant to the SG AES - Name and First name**

Example: **Administrative Assistant to the SG AES – Dupont Jeanne**

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number **1** for the **Motivation letter**, number **2** for the **CV** and number **3** for the **copy of the diploma**):

Example: **Administrative Assistant to the SG AES – Dupont Jeanne 1**

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the Administrative and Ancillary Staff (AAS) of the Office of the Secretary general » (2018-11-D-13-en-1), effective from May 25, 2018 and available on <http://www.schola-europaea.eu/download/HR/2018-11-D-13-en-1.pdf>