



We are seeking to appoint

An Assistant to the Deputy Secretary-General (DSG) and the Head of the Pedagogical Development Unit (PDU)

Occupational category¹: 2.18 Assistant to Head of Unit at the Office of the Secretary-General (OSG)
Permanent full-time post (37h30/week)

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently 13 schools in 6 countries with around 29,000 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 function of the job holder will consist of assisting the DSG and Head of the PDU in carrying out their duties.

Main Duties and Responsibilities:

- **Calendar Management:** Scheduling meetings, appointments, and events, including coordinating with other staff members and stakeholders.
- **Email Correspondence:** Responding to emails on behalf of the Deputy Secretary General or the Head of the PDU.
- **Travel Arrangements:** Planning and organizing missions' logistics.
- **Meeting Coordination:** Arranging and coordinating meetings (including Working Groups meetings), conferences, and teleconferences, including preparing agendas, taking minutes, and ensuring follow-up on action items.
- **Document Preparation:** Drafting, editing, and formatting memoranda, documents, reports, presentations, and correspondence.
- **Information Management:** Managing and organizing information, documents, and files, both in physical and digital formats, to ensure easy access and retrieval. Managing the DSG SharePoint portal.
- **Communication Liaison:** Serving as a liaison between staff members, external partners, and stakeholders, conveying messages and facilitating communication.
- **Administrative Support:** Providing general administrative support, such as processing purchase orders, mission expenses, and handling administrative tasks as needed.
- **Research and Analysis:** Conducting research, gathering data, and preparing briefs or summaries on various topics relevant to the Deputy Secretary General's and the Head of the PDU's responsibilities.
- **Event Planning:** Planning, coordination, and execution of official events, training events, conferences, seminars.
- **Project Assistance:** Supporting the Deputy Secretary General and the Head of the PDU in managing and overseeing special projects, initiatives, or assignments.
- **Confidentiality Management:** Handling sensitive and confidential information with discretion and professionalism, ensuring data security and confidentiality protocols are followed.
- **Coordination:** Collaborating with other units at the OSGES and with the ES and AES schools to ensure smooth workflow and coordination of activities.
- **Prioritization and Time Management:** Helping the Deputy Secretary General and the Head of the PDU to prioritize tasks, manage deadlines, and allocate time effectively to maximize productivity and efficiency.
- **Miscellaneous Tasks:** Assisting with any other tasks or duties as assigned by the Deputy Secretary General and the Head of the PDU to support their work and the overall functioning of the office.

¹ <https://www.eursc.eu/BasicTexts/2007-D-153-en-14.pdf> (pages 29 and 34, grades 4-6).

Profile required:

- Bachelor's degree (minimum of 3 years of higher education) in Administration (public, business, management...), European studies, Communication, Law or IT. A Master's degree in one of these areas is an advantage
- At least 3 years of professional experience in administration, preferably in the education sector
- Having an understanding of education policy, legislation, and governance structures in the European Schools is an advantage
- ICT skills:
 - o Good command of IT tools: MS Office (Word, Excel, PowerPoint, Outlook...)
 - o Knowledge of Microsoft O365 environment, in particular TEAMS and SharePoint
 - o Good command of Adobe Acrobat Pro and Adobe Acrobat Sign
 - o Knowledge of data mining tools, particularly Business Objects, and familiarity with other relevant software and digital tools is an advantage
- Soft skills:
 - o **Administrative Skills:** Attention to detail and the ability to multitask efficiently.
 - o **Communication Skills:** Excellent written and verbal communication skills.
 - o **Organizational Skills:** Ability to prioritize tasks and manage time effectively is important in a fast-paced environment.
 - o **Discretion and Confidentiality:** Discretion and the ability to handle confidential information with sensitivity and professionalism. Attention to GDPR compliance.
 - o **Research Skills:** Gather and cross-reference information, compile briefings, and prepare materials for meetings, speeches, and policy initiatives.
 - o **Adaptability:** The education sector is dynamic, with policies and priorities evolving over time. The ability to adapt to changing circumstances and work effectively under pressure is essential.
 - o **Interpersonal Skills:** Building and maintaining positive relationships with colleagues, stakeholders, and external contacts. Respect for others and courtesy, intercultural sensitivity.
 - o **Problem-Solving Skills:** Being able to anticipate potential issues, identify solutions, and resolve problems independently or in collaboration with others is crucial for success in this role. Good analytical and reasoning skills.
 - o **Professionalism and Ethical Conduct:** Upholding high standards of professionalism, integrity, and ethical conduct is essential for maintaining trust and credibility in the role.
- **Proficient user** (both written and oral – **C level** according to the Common European Framework of Reference for languages² **of English or French** and **independent user** (minimum **B2 level**) of the other language
- Any other official language of the European Union is an asset

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
- A gross monthly salary of minimum **€ 5.601,05** and maximum **€ 7.683,78** depending on the number of years of relevant professional experience and upon decision of the Secretary-General
- 30 days of annual leave per calendar year
- Same public holidays as the European Commission (around 16 days per year)
- Flexitime and extra-hours systems to compensate overtime
- Hybrid work (work in situ and structural telework)
- Free schooling in the European Schools for children of OSG employees

² Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

Interested?

Please follow the instructions below.

Step 1: Fill out this [online form](#)

Step 2: Send your **application** (your motivation letter, CV in Europass format and a copy of the requested diploma) to OSG-RECRUITMENT@EURSC.EU by **5 May 2024 at the latest**.

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

HoU Assistant - Name and First name (example: HoU Assistant – 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: HoU Assistant – Dupont Jeanne 1).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General » (2019-05-D-41-en-1), effective from May 25, 2018 and available on <https://www.eursc.eu/Documents/2019-05-D-41-en-1.pdf>.