

ANNEX I

ARCHIVIST / CLERK

JOB PROFILE	JOB REQUIREMENTS
<p>JOB FRAMEWORK</p> <p><u>Job Title</u> : Archivist/Clerk</p> <p><u>Job location</u> : EU Delegation to the Republic of Serbia Belgrade</p> <p><u>Section</u> Finance / Contracts</p> <p><u>Group</u>: LA V</p> <p><u>Post N°</u> : 34672</p> <p><u>Situation</u> : Vacant</p> <p>JOB CONTENT</p> <p>Overall purpose :</p> <p>Clerical and archivist assistance in the Finance and Contracts section</p> <p>Functions and Duties:</p> <ul style="list-style-type: none"> • Responsible for historic and general archives; • Maintenance of contacts; • Processing e-mails, registration and distribution; • Photocopying and filing of documents; • Phone calls; • Liaising with Secretaries and other Archivists of the Delegation • General secretarial tasks, in particular of a procurement secretary • Keep documents and archive list • Assist reception on deadlines for submissions • Any other task necessary for a good functioning of the section, as determined by the Head of section or his Deputy 	<p>EDUCATION AND TRAINING</p> <ul style="list-style-type: none"> • Completed secondary school; • Qualification in clerical/archiving/secretarial field or similar experience. <p>EXPERIENCE</p> <ul style="list-style-type: none"> • 2 years of relevant experience • Secretarial experience, preferably in international organization • Knowledge of EU procedures is an advantage. <p>SKILLS</p> <p><u>Linguistic skills</u></p> <ul style="list-style-type: none"> • Excellent English and local languages. • Knowledge of French and/or other EU languages an advantage. <p><u>Technical knowledge</u></p> <ul style="list-style-type: none"> • Good knowledge of computer tools, spreadsheets and MS Office applications and Internet use; <p><u>Communication skills</u></p> <ul style="list-style-type: none"> • Excellent capacity to communicate clearly at all levels. • Good ability for concise reporting. <p><u>Interpersonal skills</u></p> <ul style="list-style-type: none"> • Demonstrated ability to act with only limited supervision. • Good capacity to organise and arrange secretarial/archivist activities, meetings and representative events; • Good capacity to work in a multicultural environment and team <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Flexibility to work under pressure and to respond quickly to new demands. • High degree of responsibility