

Secretary to Sudan Ambassador to Pakistan.(Lady)

Sudan Embassy

Islamabad, Pakistan

House#08 St# 16. F6/3, Islamabad



The Role

Sudan Embassy is seeking a dynamic, professional and discreet lady Secretary to support the Sudan Ambassador to Pakistan (and, when ever where required, other senior staff).

1. Manage the Ambassador's diary and programme of appointments. Assist with coordination of public diplomacy events. Screen phone calls and visitors. Welcome visitors and serve refreshments. Maintain contact databases.
2. Priorities and deal with incoming and outgoing correspondence, e-mails and requests. Manage documentation and inform the Ambassador of matters requiring attention. Research and prepare correspondence, speech notes, travel programmes, and diplomatic cables as required.
3. Assist with arrangements for visiting VIPs and officials.
4. Make travel arrangements and bookings.
5. Provide cover for other Embassy Executive Assistants, as and when necessary.
6. Other duties as required.

Requirements

Key selection criteria

1. Proven experience in providing high-level support to senior executives and an appreciation of undertaking this role in a secure environment.
2. Excellent oral, written and interpersonal skills (English, Urdu)
3. Exceptional planning and organizing skills, demonstrated ability to work independently, apply initiative and work under pressure to meet multiple and changing priorities, deadlines and objectives.
4. Proven ability to undertake research and analytical tasks.
5. Competent IT skills; good working knowledge of Microsoft Outlook, Excel and PowerPoint, as well as Microsoft Word.

6. Conversational Arabic is desirable, but not essential.

Additional benefits include:

Good working conditions including full use of Embassy social facilities. Holiday entitlement of 21 days annual paid leave; additionally, a number of paid national holidays determined annually by the Embassy.

How to apply

Employment in the advertised position is dependent on the employee having Pakistani Nationality.

To apply for the position, please apply directly to Embassy

only shortlisted candidates will be contacted. These applicants will be asked to supply evidence of citizenship and contact details of at least two recent work referees and will also be required to provide the following:

1. A covering letter explaining why your applying for the position
2. A statement of no more than two pages addressing each of the key selection criteria
3. Resume/curriculum vitae of no more than two pages
4. Educational Certificates.
5. NIC Card.
6. Any other supporting documents.

Only shortlisted candidates will be contacted.

The deadline for delivering your applications is 10th February 2016