

Position Name: Executive Assistant to the Chief of Staff	Employment Regime: Seconded	
Ref. Number: UAC 05	Location: Kyiv	Availability: ASAP
Department/Component /Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Executive Assistant to the Chief of Staff (CoS) reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities

- To serve as the principal point of contact for CoS, coordinating and following up with EUAM senior staff, EEAS, other CSDP Missions, other international organisations and diplomatic Missions on matters concerning CoS's activities;
- To identify, assign and take appropriate action on incoming requests and present them to CoS for consideration and to ensure that timely and appropriate action is taken in close coordination with CoS and HoPs;
- To review documents, reports and letters prepared for signature by CoS in order to ensure quality and accuracy in substance;
- To coordinate visits to the Mission and act as a protocol officer of EUAM;
- To assist the CoS in the daily management of the CoS's Office.

3. General Tasks and Responsibilities

- To support and advise CoS in the execution of all functions, both within and outside the Mission;
- To task and ensure follow-up within the Mission on behalf of CoS as well as facilitate a continuous flow of information within the Mission through maintaining contact with all Components/Department and Offices;
- To maintain regular contact with local authorities, non-governmental organisations, and other external counterparts on behalf of CoS;
- To draft speeches, key messages, talking points, background briefings, and minutes from meetings;
- To prepare and manage letters, memos, and other correspondence; to receive and distribute correspondence;
- To prepare and accompany CoS on meetings, visits, and other engagements, as well as represent CoS in meetings; to coordinate and prepare briefing materials for CoS prior to meetings;
- To manage the calendar of CoS, including making travel arrangements for CoS;
- To ensure the correct handling of confidential documentation (EUCI) and related information passing through CoS's Office;
- To temporarily replace the other Executive Assistants in CoS's Office;
- To undertake any other related task as required by the CoS.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; **AND**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities

- Ability to build effective working relationships;
- Personal skills (discretion, confidentiality, problem solving, flexibility, time management);
- Attention to detail;
- Ability to work to tight deadlines with minimal supervision;
- Effective communication skills both in written and oral English;
- Organisational skills (office management, event planning, project management).

6. Desirable Qualifications and Experience

- Working experience as in an assisting capacity to senior management;
- Experience of diplomacy and crisis management, in particular CSDP.

7. Desirable Knowledge, Skills and Abilities

- Ukrainian or Russian Language skills.