

## Vacancy Notice:

### Senior Secretary, WMU-Sasakawa Global Ocean Institute (GS-5)

**Job title** Senior Secretary, WMU-Sasakawa Global Ocean Institute

**Grade:** GS-5

**Duty Station:** Malmö, Sweden

#### 1. Organizational setting

The World Maritime University (WMU) is established by the International Maritime Organization. WMU's mission is to be the world centre of excellence in postgraduate maritime and ocean education, professional training and research, while building global capacity and promoting sustainable development. With the University's new strategic directions, specifically expansion of its mandate to include ocean-related matters, and strengthening ocean research, WMU is well positioned for this collaborative partnership with the Nippon Foundation.

The WMU-Sasakawa Global Ocean Institute (Ocean Institute) has been established within the framework of the WMU. It is to be a world-leading center of excellence for ocean research, dialogue, capacity building and policy support in meeting ocean obligations, addressing existing and emerging challenges, and seizing the opportunities inherent in contemporary ocean governance and the 2015 sustainable development commitments.

#### 2. Main purpose

- The incumbent will report to the Director of the Institute. He/she will provide administrative and secretarial support to the Director and the Head of Research for the delivery of the programme of work of the Institute.

#### 3. Duties, responsibilities

The incumbent will in particular provide the following support services:

- Manage the agenda, arrange meetings and appointments;
- Provide secretarial and administrative support for meetings, seminars and conferences;
- Develop and maintain a filing system, including an electronic one;
- Prepare and manage correspondence, reports and documents;
- Draft routine correspondence and responses, and ensure follow-up action;
- Provide administrative support for Visiting Researchers as may be required;
- Responsible for travel arrangements, including accommodation, as may be required;
- Coordinate with the relevant internal services to ensure compliance with established policies, procedures and rules;
- Coordinate with the IT services to ensure optimal IT usage and functionalities;

- Update data bases and information on web sites;
- Undertake all other secretarial and administrative tasks as may be required or assigned by the Director.

#### 4. Minimum requirements – education, experience and language skills

##### **Education**

###### Essential

- The successful candidate will have a high school diploma or equivalent.

##### **Experience**

###### Essential

- Have a minimum of five years of experience in administrative tasks (desirable in higher education academic environments);

##### **Languages**

###### Essential

- Fluency in spoken and written English.

###### Desirable

- Knowledge of another UN language would be an advantage.

##### **Desirable Qualifications, Competencies and Professional Experience**

- An understanding of WMU and its mission, and strong commitment to the delivery of the highest practicable standards in pursuing its mandate;
- Maintain a high level of confidentiality;
- Excellent oral and written communication and interpersonal skills;
- Be pro-active and have the ability to work effectively and accurately with little guidance and supervision;
- Be able to work in an international environment with English as the primary language;
- Be flexible in coordinating multiple projects and meeting deadlines;
- Have effective communication skills in an international and multi-cultural academic environment;
- Demonstrate flexibility, motivation, enthusiasm and tact;
- Computer literacy.

## 5. Terms and Conditions

This vacancy is open to male and female candidates. WMU seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply. WMU will make every effort to facilitate the employment of persons with disabilities.

### **Application**

Applicants must fill in the [Personal history form](#) and send a letter of interest, a complete CV, and the contact information of three referees to Marco Batista, Head of Human Resources ([mb@wmu.se](mailto:mb@wmu.se)).

This position is only open to persons legally authorized to live and work in Sweden. The selected candidate will be locally recruited.

Deadline for Applications: 30 September 2017.