



The **UNESCO Institute for Lifelong Learning (UIL)** is an international research, capacity-building and documentation institute based in Hamburg (Germany), with a multicultural staff (35 from 18 countries), and is currently seeking a full-time

### **Project Secretary**

as maternity cover from 1 October 2012 to 15 December 2013

Duties for this post include:

- ✚ Supporting research staff and the Director in logistical preparations for conferences and seminars held in Hamburg and in other countries, and ensuring their smooth running.
- ✚ Interacting daily with travel agencies, hotels and meeting participants as well as other internal and external sources and responding to inquiries, or assigning the communication to the appropriate person.
- ✚ Assisting in all administrative formalities, especially finding accommodation and visa issues as well as providing introductory information to new staff members, fellows and study visitors.
- ✚ Carrying out secretarial duties and preparing simple correspondence independently; undertaking research and selecting information from pertinent files, records and reports; preparing or summarising abstracts; verifying and correcting correspondence prepared by other staff for format, spelling and grammar; and compiling and carrying out pre-editing of official documents.
- ✚ Maintaining senior research specialists' calendars and keeping the main filing system up-to-date.

Your profile:

- ✚ You will have completed secondary education and high-level vocational education as travel agent/event organisation specialist/secretary/senior office assistant.
- ✚ You should have competence in the administrative organisation of conferences and similar events gained from at least five years' experience.
- ✚ You have good communication and interpersonal skills.
- ✚ You are familiar with the use of MS-Excel, Word and Outlook Express.
- ✚ You possess outstanding organisational talent.
- ✚ You have a very good command of English (preferably a native speaker) and French and a working knowledge of German.

Terms & conditions:

The salary for this local post is based on the German Tariffs Agreement for Public Service (TVöD), salary group 9. The salaries of the staff of UIL are exempt from direct taxation.

Applications, accompanied by full curriculum vitae, references and copies of relevant certificates, must be submitted by 31 August 2012 to the following address:

UNESCO Institute for Lifelong Learning  
Ms Claudia Brandt  
Feldbrunnenstrasse 58  
20148 Hamburg  
[uil-apps@unesco.org](mailto:uil-apps@unesco.org)