



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 part-time (60%)

Administrative clerk / Secretary

Duties for this post include:

- ✚ supporting the UIL Project Secretary in logistical preparations for conferences and seminars held in Hamburg, Germany and in other countries, and ensuring their smooth running;
- ✚ interacting with travel agencies, hotels and individual participants as well as other internal and external entities and responding to inquiries, or assigning relevant communication to the appropriate person;
- ✚ assisting new staff etc. in finding accommodation and supporting them in visa issues;
- ✚ carrying out secretarial duties and preparing simple correspondence independently; undertaking research and selecting information from pertinent files, records and reports;
- ✚ supporting the internship programme of UIL; and
- ✚ supporting administrative procedures like preparing invoices for payment, filing and copying financial receipts and contracts as well as bookkeeping.

Your profile:

- ✚ you should have completed secondary education and high-level vocational education as a 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 should have good communication and interpersonal skills;
- ✚ you should be familiar with the use of MS Office; knowledge in SAP R/3 would be an asset;
- ✚ you should possess outstanding organisational talent; and
- ✚ you should have a very good command of English and French and a working knowledge of German.

Terms and conditions:

The gross salary for this local post will be Euro 18,500 p.a. The employees of UIL are exempt from direct taxation.

Applications, accompanied by a full curriculum vitae, references and copies of relevant certificates, must be submitted by the 29 March 2015 to the following address:

UNESCO Institute for Lifelong Learning
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20148 Hamburg
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