

MedWet SECRETARIAT

FULL TIME POSITION ANNOUNCEMENT (three years contract)

Post: Executive Assistant

Location: La Tour du Valat, Le Sambuc, 13200 Arles, France

Deadline for applications: Friday 6 June 2014 at midnight (French time)

About MedWet

The Mediterranean Wetlands Initiative (MedWet) is one of the regional arrangements under the aegis of the Ramsar Convention on Wetlands, involving 27 Mediterranean countries and many partners (see: www.ramsar.org and www.medwet.org). The MedWet Secretariat is established in France as a non-profit association under the 1901 Law.

During 14 years, the MedWet Secretariat was located in Athens, Greece, but as from May 2014 it has moved to the premises offered by La Tour du Valat (see www.tourduvalat.org) located in La Camargue, at 5km from the small village of Le Sambuc and 30 km from the city of Arles, France.

The MedWet Secretariat comprises at the moment only three members of staff: the MedWet Coordinator, Mr Delmar Blasco (Spain); a Communication Officer (being selected) and an Executive Assistant (this post). Nevertheless, la Tour de Valat counts with some 70 members of staff, including those working for the Mediterranean Wetlands Observatory (MWO) who will work very closely with the MedWet Secretariat.

Duties for the Executive Assistant

Under the direct supervision of the MedWet Coordinator, the Executive Assistant will:

1. Be responsible for the overall administration of the MedWet Secretariat, including overall financial management; office purchases and supervision of the good functioning of office equipment; managing the “petit cash” and other aspects of the Secretariat expenses; and dealing with the external accounting company and auditors, as needed;
2. Work closely with the Ramsar Convention Secretariat located in Gland, Switzerland, in relation to administrative and financial matters;
3. Maintain frequent contacts with the MedWet countries and partners in relation to administrative and financial matters;
4. Establishing and maintaining a digital filing system for all MedWet documents and exchanges between the Secretariat, the MedWet member countries and the MedWet network;

5. Maintaining up-to-date the address list/contact details of MedWet Focal Points in the member countries and the MedWet network;
6. Assist the MedWet Coordinator in the discharge of his duties, including:
 - drafting for him letters and e-mail messages in French;
 - maintaining his agenda and appointments;
 - assisting him in organizing his mission trips; and assisting in the preparation of MedWet meetings and participating and providing administrative support to MedWet meetings and events, at La Tour du Valat and elsewhere in the world; and
7. be prepared to discharge other duties that may emerge, at the request of the MedWet Coordinator.

Qualifications for the post

1. First and foremost, an interest in and an understanding of the aims and mission of the MedWet Initiative and the Ramsar Convention are required.
2. Ability to establish positive contacts with government officials and representatives of MedWet partners from different cultural backgrounds, beliefs, gender and languages.
3. Ability to write in French with total fluency and good prose, and a good understanding of written and oral Arab and English.
4. A minimum of five years experience in office administration, either as specific job or by default.
5. Excellent performance in the use of computer equipment and the key programmes used in office administration.
6. Be prepared to work overtime (to be compensated with additional vacation) when the job so required, in particular on the occasion of MedWet meetings.
7. An educational background in matters related to nature conservation and/or environmental management would constitute an additional asset.

Conditions of service

- Non-fixed duration contract (subject to the availability of funds after the current three years of secured funding).
- Gross monthly salary: between 2250 and 2650 €, subject to level of competence.
- Status: « technicien ».
- Working hours: 35 hours per week (five working days or 7 hours per day. Additional hours of work, including week-ends, may be required, especially on the occasion of meetings. Extra time will be compensated with additional leave.
- Probation period: two months.

- Other advantages would be discussed during interviews, including public transport allowance, daily meals allowance at the cafeteria of La Tour du Valat, and additional health insurance.

Office space and equipment

The Executive Assistance will share an office with the MedWet Communications Officer and will have at his/her disposal all the necessary modern office equipment to discharge his/her duties.

Starting time

As soon as possible. **As consequence, candidates should have a valid permit to work in the European Union.**

APPLICATIONS

Applications should include:

- a) an application letter in English or French (minimum one page, maximum two pages) stating the candidate's motivation and suitability for the post, making reference to the main requirements;
- b) a complete curriculum vitae; and
- c) the names and affiliation of a minimum of two referees, with their e-mail addresses and telephone numbers.

Applications should be sent by e-mails to info@medwet.org, with the subject: APPLICATION FOR THE POST OF EXECUTIVE ASSISTANT before 6 June 2014 at midnight (French time).