

Administrative Secretary

Organization

The International Center for Synchrotron-light for Experimental Science and Applications in the Middle East (SESAME) is established in Jordan, under the auspices of UNESCO. Its mission is to promote international collaboration in the Middle East and the Mediterranean region using synchrotron light for basic and applied research in physics, chemistry, biology, materials science, environmental and medical investigations, archaeological studies and other research areas of relevance to the region. The centerpiece of SESAME is an advanced synchrotron light source that is being constructed and to be operated by the Members of SESAME (Cyprus, Egypt, Iran (Islamic Republic of), Israel, Jordan, Pakistan, the Palestinian Authority, and Turkey) with the support of the international community. SESAME is an international scientific and technological centre of excellence open to all qualified scientists worldwide.

SESAME is partner of OPEN SESAME (<http://www.opensesame-h2020.eu/en/>), a EU supported project supporting, among other activities, staff exchanges between SESAME and various European Institutions.

Technical Background

The accelerator complex of SESAME consists of a 22 MeV Electron Preaccelerator, an 800 MeV Electron Booster Synchrotron, and 2.5 GeV Electron Storage Ring. The accelerator complex is fully operational. Two beamlines are presently installed at SESAME (XAFS/XRF and IR). One more beamline is being installed (Materials Science), components for a fourth beamline for Macromolecular Crystallography are being procured and a fifth beamline for microtomography is foreseen in the coming years

The XAFS/XRF beamline started its experimental activity in November 2017, while the IR beamline is in the commissioning phase.

Assignment

I Organizational setting of the post

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| 1. Post grade: | P0 Step 1 |
| 2. Title of the post: | Secretary (Vacancy notice number AD/18/6) |
| 3. SESAME Sector | Administrative |
| 4. Duty Station: | SESAME site, Allan, Jordan |
| 5. Type of contract: | Fixed term, 3 years (first 12 months are probation period). |

II Mission

We are looking for a Secretary to perform the duty of clerical and administrative support in order to optimize workflow procedures in the admin sector. Candidates will assist directors and colleagues by supporting them with planning and distributing information, in addition, he/she will be the point of reference for all queries, requests or issues and will be an integral part of the SESAME's workforce.

III Qualifications

Essential Qualifications

1. Relevant academic degree;
2. Excellent command of English in speaking and writing,
3. 2-3 years of experience as a secretary or administrative assistant;
4. Strong organisational skills;
5. Familiarity of office organisation and optimization techniques;
6. High degree of multi tasking and time management capability;
7. Integrity and professionalism;
8. Proficiency in MS Office;
9. Work well in a team environment as well as independently
10. Ability to make information accessible to lay audiences in an engaging way.
11. Proven work experience as a secretary or administrative assistant;
12. Ability to work with different groups within the organisation;
13. Experience of working in a busy office environment;

Desirable Qualifications

1. Willingness to learn new skills;
2. Experience in event organisation/support;
3. Experience in travel booking;
4. Experience in database administration;
5. Knowledge of data protection;

IV	Responsibilities
	<ol style="list-style-type: none"> 1. Full arrangements for held meetings 2. Schedule and attend meetings, create agendas and take minutes – shorthand may be required 3. Prepare and disseminate correspondence, memos and forms 4. Write letters 5. Support and facilitate the completion of regular reports 6. Filing documents (both soft and hard copies) 7. Create and maintain filing and other office systems 8. Order and maintain stationary and equipments 9. Photocopy and print various documents, sometimes on behalf of other colleagues 10. Undertake occasional receptionist duties 11. Deal with telephone and email enquiries 12. Answer phone calls and redirect them when necessary
V	Application Closing Date
	The search will start immediately and will continue until a suitable candidate is found
Employment Conditions	
	<ol style="list-style-type: none"> 1. The work provisional starting date is as soon as possible 2. The work location is in Jordan 3. The candidate should be willing to travel abroad to attend training, workshops and seminars. 4. The position requires full time commitment. 5. The entry level and salary will be based upon the qualifications, experience and the level of responsibility of the post. 6. In addition to the basic salary the incumbent is entitled to other allowances (installation grant, education grant, housing subsidy, etc.). 7. For more information please consult (www.sesame.org.jo/jobs/employmentconditions.aspx) 8. The candidate should ideally be a national of a Member of SESAME. 9. SESAME is an equal opportunity employer
How to apply	
A detailed C.V. in English, a cover letter and a list and contact details of at least two referees should be addressed to SESAME Administration by filling the Online Submission Form on the announcement page. For further Information: Consult the SESAME website: www.sesame.org.jo	