



CALL FOR APPLICATIONS

The Permanent Mission of Pakistan to the United Nations in Geneva is looking for a **Social Secretary** for the Permanent Representative.

Main duties and responsibilities

- Maintain the Permanent Representative's daily agenda, ensure smooth conduct of meetings and engagements.
- Assist and provide periodic translation from French to English, and vice versa.
- Attend to inquiries, and requests addressed to the Permanent Representative's office.
- Maintain and periodically update the database of Missions' interlocutors and contacts as well as files management.
- Support Mission's diplomatic staff in planning, managing and execution of official activities.
- *A charter of duties will be provided at the time of appointment.*

Qualifications, skills, and experience

- University degree, preferably in the field of International Relations and Diplomacy.
- Minimum five years progressively relevant work experience, preferably in multilateral/ international context.
- Advanced proficiency in spoken and written English (working language) and good command over spoken and written French. Knowledge of Urdu is an advantage.
- Good knowledge and experience of standard office procedures and practices.
- Excellent file management and correspondence handling competency.
- Strong interpersonal and communication skills as well as ability to work in a team.
- Good skills to organize, prioritize, and execute tasks efficiently.
- Demonstrate initiative in meeting objectives and deadlines.
- Ability to work in a high-pressure environment with minimal supervision.
- Demonstrate tact, poise, and discretion, notably during sensitive and confidential situations.
- Flexibility with working hours.
- Solid computer literacy (i.e., Word, Excel, PowerPoint) and familiarity with IT equipment.

Terms & Conditions of employment

Eligibility: Applicants legally residing in Geneva (radius of 15 km). Third-country nationals must be in possession of a valid residence and work permits for Switzerland for at least one year.

Contract of employment: The contract will be concluded in accordance with the specimen of employment for local-based positions in the Permanent Mission of Pakistan in Geneva. It will be based on applicable rules and regulations of Pakistan and host country.

Gross Salary: The gross salary will be established in accordance with the pay scales for local staff at the Permanent Mission. It will be commensurate with this position in the Permanent Missions of developing countries in Geneva.

Type of position: Yearly contract, renewable subject to annual performance evaluation.

Application deadline: Applications must reach **no later than Monday, 16 October 2023**.

Please ensure your application includes the following documents.

- Resume and motivation letter in English (not exceeding 400 words). A photograph is optional.
- At least two reference or recommendation letters from previous employers (in the last 3 years).
- Copies of your degree and certificates
- Proof of completion of training courses
- Proof of (in the absence of documents, personal statement demonstrating the relevant knowledge and skills) mentioned in the profile.
- Copy of your passport bio page, national ID card, residence and work permits.

Please note that only complete applications received within the deadline will be considered. There will be no acknowledgement of receipt of applications. Documents submitted along with the application will not be returned.

Suitable candidates will be invited to an interview after the submission deadline. The Mission is not in a position to provide reimbursement of any expenses in regard to the interview.

Please submit your documents by email along with attachments at hoc@pakungeneva.pk.

Address:

Permanent Mission of Pakistan to the United Nations
Rue de Moillebeau 56
CH-1209 Geneva
Email: mission@pakungeneva.pk
Tel: (+41) 22 749 19 30