

## Vacancy Notice:

### Secretary, WMU-Sasakawa Global Ocean Institute (GS-4)

**Job title** Secretary, WMU-Sasakawa Global Ocean Institute

**Grade:** GS-4

**Duty Station:** Malmö, Sweden

#### 1. Organizational setting

The World Maritime University (WMU) is established by the International Maritime Organization. WMU's mission is to be the world centre of excellence in postgraduate maritime and ocean education, professional training and research, while building global capacity and promoting sustainable development. With the University's new strategic directions, specifically expansion of its mandate to include ocean-related matters, and strengthening ocean research, WMU is well positioned for this collaborative partnership with the Nippon Foundation.

The WMU-Sasakawa Global Ocean Institute (Ocean Institute) has been established within the framework of the WMU. It is to be a world-leading center of excellence for ocean research, dialogue, capacity building and policy support in meeting ocean obligations, addressing existing and emerging challenges, and seizing the opportunities inherent in contemporary ocean governance and the 2015 sustainable development commitments.

#### 2. Main purpose

The Secretary will report to the Director of the Global Ocean Institute. He/she will provide administrative and secretarial support to the Head of Research and the Research Officers.

#### 3. Duties, responsibilities

The incumbent will in particular provide the following support services:

- Provide secretarial support for meetings, seminars and conferences;
- Develop and maintain a filing system, including an electronic one;
- Prepare and manage correspondence, reports and documents;
- Provide administrative support for the Head of Research;
- Make for travel arrangements, including accommodation, as may be required;
- Undertake all other secretarial and administrative tasks as may be required or assigned by the Director;
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products and liaises with the Procurement and Contracts Officer on such matters;
- Maintain the condition of the office and arrange for necessary repairs;
- Perform receptionist duties when needed;

- Undertake other duties as may be assigned by the Director.

#### **4. Minimum requirements – education, experience and language skills**

##### **Education**

###### Essential

- The successful candidate will have a high school diploma or equivalent.

##### **Experience**

###### Essential

- Have a minimum of three years of experience in administrative tasks (desirable in higher education academic environments).

##### **Languages**

###### Essential

- Fluency in spoken and written English.

###### Desirable

- Knowledge of another UN language would be an advantage.

##### **Desirable Qualifications, Competencies and Professional Experience**

- An understanding of WMU and its mission, and strong commitment to the delivery of the highest practicable standards in pursuing its mandate;
- Maintain a high level of confidentiality;
- Excellent oral and written communication and interpersonal skills;
- Be pro-active and have the ability to work effectively and accurately with little guidance and supervision;
- Be able to work in an international environment with English as the primary language;
- Be flexible in coordinating multiple projects and meeting deadlines;
- Have effective communication skills in an international and multi-cultural academic environment;
- Demonstrate flexibility, motivation, enthusiasm and tact;
- Strong IT skills;
- Computer literacy.

## 5. Terms and Conditions

This vacancy is open to male and female candidates. WMU seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply. WMU will make every effort to facilitate the employment of persons with disabilities.

### **Application**

Applicants must fill in the [Personal history form](#) and send a letter of interest, a complete CV, and the contact information of three referees to Marco Batista, Head of Human Resources ([mb@wmu.se](mailto:mb@wmu.se)).

This position is only open to persons legally authorized to live and work in Sweden. The selected candidate will be locally recruited.

Deadline for Applications: 30 September 2017.