

Full-time Vacancy

Executive Assistant – Office Management (POLICY & OPERATIONS) Embassy of Barbados, Abu Dhabi, United Arab Emirates

***Hours of work – 40 hours per week; Monday to Friday**

***Application Deadline: 28 January 2024**

Candidate and job profile

The Embassy of Barbados is the primary diplomatic mission of Barbados accredited to the United Arab Emirates with jurisdictional oversight of the State of Kuwait. It is anticipated that the bilateral diplomatic relations coverage will be expanded in the future to include more countries in the Middle East region.

The Executive Assistant – Office Management will be integral in supporting the execution of the Embassy's diplomatic and operational functions. An experienced self-starter, the successful candidate will provide administrative support for the Embassy's policy research, political monitoring, office management and protocolary engagements in the UAE and other states as required. Additionally, you will support the Mission in functional areas of public relations, events and promotions and financial management.

The ideal candidate must be detail oriented and able to work with minimal supervision while undertaking competing assignments. You will be a quick learner, able to grasp and execute new and specialised skills after relevant training.

Finance and office management, under the direct supervision of the Head of Chancery and Financial Attaché

- Assist the Accountant with the processing of invoices and payments for service providers or any other agencies as may be required;
- Support the month-end close and other accounting processes;
- Maintain a register of all assets owned and procured by the Embassy;
- Maintain a register of contracts, leases and vendors engaged by the Embassy;
- Assist with filing correspondence and in the development/maintenance of a digital filing system;
- Schedule meetings and take detailed minutes, organize calendar events and book travel arrangements if required, including preparation of travel Itineraries;
- Answer and direct phone calls when necessary and take phone messages as required.

Policy and Public Diplomacy

- Maintain diary, arrange events and appointments inside and outside the Embassy and provide reminders in coordination with driver, Embassy and residence staff;
- Managing the Embassy's social media platforms;
- Assist in the preparation of presentation materials in a variety of forms and formats;
- Assist with maintaining a comprehensive list of service providers for all services used by the Embassy;
- Provide general information about visa requirements and related queries;

- Supporting the Embassy's community engagement activities, including the promotion of Barbados' products and services (including tourism, investment and export opportunities) and other public relations strategies and advocacy;
- Translate, if necessary, incoming diplomatic communication including, letters, invitations, policies, guidance, and Diplomatic Notes, from Arabic into English and for outgoing documents from English into Arabic, as required, properly formatting text and maintaining databases of incoming and outgoing correspondence;
- Draft official correspondence and complete forms as necessary to submit via the Ministry of Foreign Affairs' online portal.

Protocol, Public Relations & Events

- Liaise with administrative counterparts at other foreign Missions, Government Ministries, International organisations in the UAE to handle requests and queries as directed by the Ambassador and the Deputy Chief of Mission;
- Arrange arrival and departure courtesies via the Al Majlis VIP Lounge at both Abu Dhabi and Dubai International Airports, as well as in-country logistical arrangements for visiting VIPs from Barbados;
- Maintain the Embassy's register of key contacts, including business leaders, media workers, influencers, high net worth individuals and government officials
- Attend meetings with diplomatic staff, when necessary, to record and follow up on outcomes of the meeting;
- Any other related duties and special projects as may be assigned from time to time.

Essential Qualifications:

- The ideal candidate should have a degree or equivalent training in International Relations, Development Studies, Business Studies, Marketing, Communication or a related field and no less than two years of working experience in these functional areas preferably working with Embassies or government organisations;
- Experience in accounting and/or financial reporting;
- Office assistant experience, with secretarial work and skills in translating written documents from English to Arabic and Arabic to English;
- Strong command (speaking/reading/writing) of Arabic and English is required.
- Competency in using Microsoft Office applications;
- Ability to maintain the highest degree of confidentiality and exhibit unquestionable integrity;
- Be able to effectively communicate with staff, management, customers and vendors;
- Keen understanding of the country and national politics, foreign and local;
- An understanding of diplomatic privileges and immunities in the UAE;
- UAE citizenship or valid work authorization.

Highly desirable qualifications

- Experience in a similar role in a foreign mission or international organisation and experience with using the online portal of the Ministry of Foreign Affairs UAE;
- Event management skills and supervisory or office management experience;
- Key attention to details, ability to juggle multiple responsibilities with minimal supervision, a quick learner;
- Respect for confidentiality and a high degree of discretion.

Remuneration

A competitive compensation package, inclusive of annual leave and comprehensive international health insurance for staff and dependents.

TO APPLY, PLEASE SUBMIT

A cover letter accompanied by an up-to-date curriculum vitae and three professional references. The cover letter, curriculum vitae and references must be submitted in English for the attention of the Authorised Representative, by **28 January 2024 at 23.59 hrs.** (GST) to email **Bdosembassy.abudhabi@foreign.gov.bb**. Only complete applications will be reviewed and only suitable/shortlisted candidates will be contacted.

Submissions that fail to comply with the application guidelines will be disqualified.

Competency based assessments may be assigned in addition to oral interviews.

Shortlisted candidates must prove that they have the legal right to work in the United Arab Emirates. They will also be requested to provide proof of education and work experience.
