



## JOB DESCRIPTION AND PROFILE

**Job title:** Administrative Assistant  
**Reports to:** Executive Director and Senior Executive Manager  
**Location:** Paris  
**Duration:** Fixed Term (Contrat à Durée Déterminée) until 31 December 2017  
**Start date:** As soon as possible

**Applications must be received by Friday, 3 March 2017.**

**Interviews will take place in the week commencing Monday, 13 March 2016.**

The International Social Science Council (ISSC) is a membership-based international scientific organisation. The ISSC represents the social, behavioural, and economic sciences at a global level, promoting the social science contribution to solving global challenges.

The ISSC is looking for an **Administrative Assistant** to provide administrative support to the ISSC Secretariat in its programmes and activities.

### Main duties and responsibilities

1. Supporting the Transformations to Sustainability Programme, involving *i.a.*:
  - providing support to the Transformations to Sustainability Programme Coordinator through the organisation and preparation of meetings, financial management as below, record-keeping, etc.;
  - planning, tracking, updating and anticipating programme deadlines (in relation to, e.g., reporting requirements, payment schedules, meetings);
  - supporting the activities of international research networks, through facilitation of virtual communication and exchange, preparation of programme documentation and correspondence, etc.;
  - managing the programme mailbox and dealing with practical or administrative queries.
2. Supporting the Executive Director and Senior Executive Manager as required, involving, *i.a.*:
  - schedule management and travel arrangements;
  - drafting correspondence.
3. Supporting ISSC activities as required, involving *i.a.*:
  - organising meetings and events (from scheduling and securing venues, catering and accommodation, to preparing meeting documentation and providing pre- and post-meeting and on-site support to the participants and to the convenor(s) of the meeting);
  - minute-taking and drafting of minutes of meetings;
  - basic financial management (e.g. managing event budgets, processing reimbursement claims and invoices, record-keeping).

4. Record-keeping and communications, involving *i.a.*:
  - maintaining hard copy and electronic records of correspondence, documentation, contracts, etc.;
  - maintaining the ISSC calendar;
  - screening incoming telephone calls, post and email;
  - preparing and posting mail;
  - dealing with queries from the public and from ISSC members and networks;
  - updating the ISSC website, mailing lists and database of contacts.

### **Profile required**

#### Education/qualifications:

- Minimum post-secondary education; secretarial and IT training would be an advantage.
- Book-keeping qualifications and experience would be an advantage.

#### Competence/experience:

- Experience in a similar position, preferably in an international organisation.
- Ability to work efficiently under light supervision.
- Excellent time management, planning and organisational skills.
- Ability to communicate fluently in English in both speech and writing (a writing test in English may be required). French would be an asset.
- Experience in information/data management.
- Strong IT skills (Microsoft Office: Word, Excel, Powerpoint, Access).
- Good numerical competence.
- A keen eye for accuracy in language and numbers and for neat presentation of documents.

#### Personal:

- Good communication and interpersonal skills.
- Positive team-worker, supportive and helpful towards colleagues.
- Flexible, adaptable, detail-oriented, able to work independently.

### **General information**

Location: Paris, France. The post-holder should have the right to live and work in France.

Salary range: €1600 – €2000 (net per calendar month before personal income tax). The final salary will be based on experience and qualifications.

Office hours: 10:00 –18:00.

To apply, please send an up-to-date 2-page CV and a cover letter explaining your suitability for the role by email to Ms. Vivi Stavrou at [issc@worldsocialscience.org](mailto:issc@worldsocialscience.org).

Applications must be received by **Friday, 3 March 2017**.

Short-listed candidates will be notified by **Wednesday, 8 March 2017**.

Interviews will take place in the week commencing **Monday, 13 March 2017**.

Please note that due to the very high volume of applications we receive, we greatly regret that we are unable to send personalised acknowledgements or give feedback on applications. If you have not been contacted by 8 March, you should assume that we do not wish to proceed further with your application on this occasion.