



international social science council

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title: Administrative Assistant
Reports to: Executive Director and Senior Executive Manager
Location: Paris
Duration: Fixed Term (18 months, with possibility to extend)
Start date: Immediate

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, and aims to bring the best social science to bear on the biggest social challenges of our times.

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

Main Duties and Responsibilities

1. Support to the Executive Director (ED) and Senior Executive Manager (SEM) as required
 - schedule management, logistics, travel arrangements
 - ensure ED and SEM have all necessary briefs prior to meetings
 - draft letters and electronic communications
2. Support to ISSC projects, finances and communications as required, including
 - preparing and organising meetings and other events (venues, logistics and resources; accommodation and travel support to participants)
 - preparing contracts for grantees and/or contributors to the programmes
 - updating website
3. Meetings, documents, publications and records
 - supporting the organisation of Secretariat events and meetings
 - assisting with preparation of documentation, maintaining hard copy and electronic records
 - maintaining ISSC calendar
 - maintaining database of contacts
 - general administration: screening incoming calls and correspondence, mail, filing, book-keeping, etc.

Person Specification

Education/Qualifications:

- Minimum requirements: secondary education, secretarial and computer training
- Book-keeping qualifications and experience would be an advantage

Competence/Experience:

- Proven experience in similar position, preferably within an international organisation
- Proven experience and/or ability to work with minimum supervision
- Excellent time management and organisational skills

- Good communication and interpersonal skills
- Ability to communicate fluently in English, both written and spoken. Second language desirable, French would be an advantage
- Experience in information/data management (experience using Microsoft Access a bonus)
- Strong IT skills (Word, Excel, Powerpoint, Access)
- Accuracy and a keen eye for the proofing and presentation of documents

Other

- Positive team-worker, supportive and helpful towards colleagues
- Flexible, adaptable, detail-oriented, ability to work independently

General information

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

Salary range: €2000 - 2500 p.c.m. (net before personal income tax). The negotiated salary will be based on experience and qualifications.

Work schedule: office hours are 10am – 6pm. ISSC does not pay overtime – accomplishing project goals, particularly during busy periods, will require flexibility.

To apply please send an up-to-date CV and cover letter indicating your suitability for the role to issc@worldsocialscience.org or by post to

Vivi Stavrou

International Social Science Council
1, rue Miollis
75732 Paris Cedex 15
FRANCE

Applications must be received by **10 February 2014**.

Interviews will take place in the week commencing **17 February 2014**.

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. Short-listed candidates will be notified by **12 February**. If you have not been notified by this date, you should assume that we do not wish to proceed further with your application.