

# Personal Assistant to the Ambassador

## Personal Assistant to the Ambassador B3(L)

**Application closing date: 26 January 2015**

The British Embassy in Hanoi is part of a world-wide network of 230 posts representing British political, defence, economic, trade, and consular interests around the world. We are currently looking to recruit a Personal Assistant to the Ambassador (maternity cover) – Grade B3(L). The position will be on a Fixed-Term contract for a period of 6 months.

### Main Functions

- Provide full secretarial and administrative support to the Ambassador, including managing the diary, drafting letters and minutes, organising meetings, fielding telephone calls, meeting and greeting visitors, and facilitating domestic and international travel.
- Manage the Residence staff, which consists of the Residence Manager, Residence Cook and Residence Cleaner.
- Oversight of the Residence's operation and official functions.
- Liaise with counterparts in other departments, missions and the UK.
- Responsible for monitoring the Ambassador's budgets (travel, entertainment and representation).

### Requirements

#### Essential

- Relevant work experience, preferably in an international organisation
- Experience in managing people and resources
- Strong capacity for working with IT with proficiency in using MS Office, Outlook, Excel, PowerPoint
- Strong oral and written communication skills in English and Vietnamese.

#### Desirable

- Proven record of delivering results, capable of excellent self management, strong organisational and planning skills
- Highly flexible and able to work in a multi-disciplinary team.

## **Key Competences**

- Seeing the Big Picture
- Collaborating & Partnering
- Managing a Quality Service
- Delivering Value for Money
- Building Capability for all
- Leading & Communicating

The monthly salary for this position starts at US\$ 1,236.

The British Embassy offers a competitive remuneration package including salary, leave entitlement, flexible working hours, medical package for staff and dependants, and opportunities for training as well. Further details of benefits are available on request.

## **How To Apply**

Please send your CV and the completed application form, which can be downloaded from our website at [https://www.gov.uk/government/world/organisations/british-embassy-hanoi/...](https://www.gov.uk/government/world/organisations/british-embassy-hanoi/) to [vietnam.recruitment@fco.gov.uk](mailto:vietnam.recruitment@fco.gov.uk)

All applications must be received on or before 26 January 2015.

We regret to advise that we will only be contacting shortlisted candidates.

Employment offers are subject to the successful clearance of pre-employment checks.

Staff recruited locally by the British Embassy Hanoi are subject to Terms and Conditions of Service according to local employment law.

The British Embassy is an equal opportunities employer and does not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation.