



Council of Europe

Secretarial Assistants (m/f)

Make a difference within the European Court of Human Rights.

Serbian, Bosnian and Croatian-speaking Secretarial Assistants (e110/2012) (Grade B1/B2) Strasbourg

Based in Strasbourg, France, the Council of Europe brings together the resources of 47 member countries to advance democratic principles based on the European Convention on Human Rights.

Playing an important part within the Registry of the European Court of Human Rights, you will find yourself involved in everything from processing judgments and minuting meetings to maintaining databases and meeting visitors. In addition, you will resolve a broad spectrum of enquiries and draft wide-ranging correspondence, so you can expect considerable variety and total involvement.

Alongside a secretarial diploma (or equivalent) and at least two year's practical experience in similar roles, you should bring full fluency in Serbian, Bosnian or Croatian. Knowledge of both the Latin and Cyrillic scripts is required in terms of reading and writing. You should have a very good knowledge of one official language of the Council of Europe (English or French) and basic knowledge of the other language would be an advantage. Naturally, you are a good team worker, highly organised with a keen eye for detail and a very high standard of IT literacy.

Applications should be made in English or French using the Council of Europe online application system at www.coe-recruitment.com before the deadline of 18 May 2012.

Lokacija: Strasbourg

Datum objave: 26. Apr 2012.

Datum isteka: 18. May 2012.