

## **The Secretariat of the Global Biodiversity Information Facility (GBIF) is recruiting an Administrative Assistant (part-time position)**

The GBIF Secretariat, located in Copenhagen, is seeking a part-time Administrative Assistant to assist the Secretariat with its main administrative tasks.

### ***Function and job description:***

The tasks will include providing assistance in the following areas:

- Calls for project proposals and project administration. This includes regular contact with project leads, development and maintenance of project documents and updates of web-based project pages.
- Assistance to Programme Officers and other Secretariat staff with administrative tasks related to their work areas, including project administration.
- Bookkeeping tasks such as preparing invoices for payment and registration and archiving of financial project reports.
- General administrative support, as required.

### ***Desirable skills and experience:***

The successful candidate should have an background in office administration, and 1-2 years of experience in a similar position.

Experience with the administrative processes involved in the issue and managing of calls for proposals is desirable. Some knowledge of bookkeeping procedures would be advantageous, but not a requirement.

The primary working language at the GBIF Secretariat is English and the candidate should therefore have excellent written and oral English language skills. Knowledge of other UN languages would be an asset. As the Secretariat is located in Denmark, good knowledge of Danish would be advantageous.

Experience in the Microsoft Office applications and in the use of organizational databases is required. The Secretariat will provide in-house training as needed for its other IT applications.

This post is an exciting opportunity to work in a multicultural environment for an international organization at the cutting edge of scientific developments in biodiversity informatics for sustainable development. If you match these requirements and are able to start ideally during the summer of 2018, we look forward to hearing from you.

The post is initially a part-time (20 hour a week) general service level position (support staff), and the successful candidate will be locally recruited according to the GBIF Staff Rules. The position may be converted into a full-time position later during the appointment, and applicants should indicate in the application if they have the possibility and are willing to work full time, if this became a possibility.

**Remuneration:**

GBIF salaries are competitive and are exempt from Danish income tax. Salary will be according to experience and qualifications within the general range for the position, according to the GBIF Staff Rules.

**Application procedure and deadline:**

Applications for the position should include a letter of application addressing your experience in respect to the listed assignments and requested qualifications for the job and curriculum vitae, and must be submitted in English by e-mail to [adminjob@gbif.org](mailto:adminjob@gbif.org) by **5 August 2018**. Please indicate in the application where you saw this advertisement. Enquiries concerning the position can be addressed to [adminjob@gbif.org](mailto:adminjob@gbif.org).

Interviews for the position are expected to take place during August 2018.

*GBIF – the Global Biodiversity Information Facility – is an international organization based on a multilateral agreement amongst countries and international organizations with the purpose of making scientific biodiversity data available via the internet.*

*GBIF is an equal opportunities employer and accepts applications without distinction on the grounds of gender, colour, racial, social or ethnic origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation, marital status or family situation, or any other status. Staff are recruited on the broadest possible geographical basis.*