

The Secretariat of the Global Biodiversity Information Facility (GBIF) is recruiting an Administrative Assistant (Maternity Replacement)

The GBIF Secretariat, located in Copenhagen, is seeking a maternity replacement (12-months contract) for one of our Administrative Assistants to assist the Secretariat with its main administrative tasks.

Function and job description:

The tasks will include providing assistance in the following areas:

- Assistance with travel arrangements, including visa applications, transport/hotel bookings, car hires, reimbursements, etc. for staff and external visitors and for invited guests at GBIF organised meetings and events.
- Assistance with meeting logistics at external venues, such as for the GBIF Governing Board, Committee and Task Group meetings, and for in-house meetings, including the preparation of agendas and other meeting documents, capture of minutes, as well as general logistical support and preparation of meeting rooms (coffee/refreshments etc.).
- Participate and take minutes at internal Secretariat meetings, as required.
- Manage the Secretariat's shared calendars.
- Assist Programme Officers and other Secretariat staff with administrative tasks related to their work areas, including project administration.
- Assistance with updates to internal databases and spreadsheets.
- Assistance with updates to internal reports and documents.
- Assistance with ordering of office stationery/equipment/books, and dispatches of mail and couriers.
- Assistance with updates to the GBIF website.
- Assistance with 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.

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 advantage. As the Secretariat is located in Denmark, good knowledge of Danish would be preferable.

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 in January 2018, we look forward to hearing from you.

The post is a full-time short-term general service level position (support staff), and the successful candidate will be locally recruited. The expected duration of contract is 12 months, starting in January 2018.

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 by **12 November 2017**. Please indicate in the application where you saw this advertisement. Enquiries concerning the position can be addressed to HR Manager Susanne Sheldon at slsheldon@gbif.org.

Interviews for the position are expected to take place at the end of November 2017.

The Global Biodiversity Information Facility (GBIF) is an international organisation 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.