



General Description	
Position Title:	Secretary of the Council/Special Assistant to the President and Chancellor
Name of Department:	Council Secretariat (OSC)
Supervisors of the Position:	President/Chancellor of the Council in consultation with the Rector
Location of Position:	Headquarters/ Costa Rica
Length of Appointment:	One year renewable, Full time
Justification	Support the Council of the University with the fulfillment of its tasks; serve as link between the Council and the University Administration; Support the President and Chancellor with convening and coordinating Council Meetings, fundraising, speech writing, official correspondence, etc.; Support the President and the Chancellor with the Change Agenda.
Statement of Qualifications	
Essential Qualifications for the Position:	<ul style="list-style-type: none"> . Bachelor Degree in a relevant field, preferably in Business Administration or Management. . Fluent in English and Spanish (written/oral). . Strong diplomatic and protocol skills. . Excellent fundraising and (speech) writing skills . 5-10 years of experience in related matters
Knowledge	<ul style="list-style-type: none"> . Business Administration . Legal knowledge . MS-Office (Excel, Power Point, Word) . Experience with Change Management



Abilities and Skills	<ul style="list-style-type: none"> . Excellent, concise drafting skills . Organizational skills Ability to build and promote . Excellent networking skills . Respectful and effective interpersonal relations . Excellent communication and interpersonal skills . Ability to analyze and synthesize complex topics of discussion and write them up in concise minutes (not verbatim); . Ability to work under pressure and keep deadlines for the preparation of documentation for the council; . Ability to work according to policies and procedures.
Personal Suitability	<ul style="list-style-type: none"> . Emotional intelligence . Self-motivated and creative . Discreet, highly ordered, and detail oriented . Teamwork oriented . Customer service oriented . The job requires dealing with high level officials, mostly with a very diverse international character.
Job Description	
General Responsibilities for the Position:	<ul style="list-style-type: none"> . Coordinate Council and Executive Committee (ExCom) meetings . Provide periodical updates to the Council and oversee the preparations of documentation for the Council . Prepare minutes and resolutions of Council and ExCom meetings; . Support the members of the Council, in particular the President and the Chancellor, in their work for the university, including preparation of official meetings, speeches, etc. . Support the President and Chancellor with the implementation of the Change Agenda



Specific Responsibilities

- . Preparation and verification of the annual Budget of the Office of the Council Secretariat.
- . Maintaining the archive of the Council up to date, including confidential files for each one of current members; former members; the register of renewal of terms of Council members; the minutes, resolutions and documentation of Council meetings, etc.
- . Coordinating with the UN Secretary General's representative regarding the nomination of new Council members
- . Keeping track of decisions of the Council and verifying the implementation.
- . Issuing Secretariat notes or certifications at the request of financial institutions, for auditing purposes, or on government entities' request on decisions or resolutions made by the Council.
- . Answering to all correspondence received from Council members and providing the information or assistance requested.
- . Keeping Council members updated on University activities or other events which are key to the University's administration, both periodically and immediately in case of major events/issues.
- . Providing information to staff and students about the Council, its rules, its members, the Charter of the University and other institutional instruments by which the University works.
- . Coordinating the preparation/editing of documents for Council meetings.
- . Issuing official documents for Council meetings.
- . Take notes at Council and Executive Committee meetings and transcribe the corresponding Reports/resolutions/minutes.
- . Likewise, it is the Secretariat's duty to report to staff and/or students Council certain decisions that affect in a positive or negative way the normal course, when the Rector is not in a position to do so, or at his/her request.
- . Advising the President, Chancellor and Management regarding the implementation of the Change Agenda



- . Supporting the President and Chancellor in the supervision of the implementation of the Change Agenda
- .Preparing official meetings, speaking arrangements, fundraising efforts, etc. for the members of the Council, in particular for the President and Chancellor
- . Writing speeches, briefing notes, concept notes, draft correspondence, etc. for this purpose.

Monthly salary range US\$3.000-US\$3.650

Salary is tax exempted in accordance with international mission status, in case of international applicants.

Please submit (1) your CV, (2) a cover letter explaining your interest in the position, and how your experience will contribute to the UPEACE community, and (3) contact information for three references. Your references will only be contacted in the event you are selected as a finalist. Your application should be sent in electronic format to the following e-mail only: jobshr@upeace.org, **please refer in the subject to Position #1070.**

The period for the submission of application materials ends 17 October 2014. At the end of the application period, the selection board will review all applications and contact only those candidates that will continue to the next phase of the selection process. These short listed applicants will be contacted before 21 October 2014.