

## Executive Assistant and Personal Assistant to the President

Permanent contract - Start date: April 1st, 2019

The International Council of Museums (**ICOM**), located in Paris, is the only global organization of museums and museum professionals. ICOM is:

- a global network of more than 40,000 members in 138 countries and territories,
- an expert forum composed of 120 national committees and 30 international (scientific) committees,
- a non-governmental organization dedicated to the promotion of museums, professional development and heritage protection.

Site Internet : <http://icom.museum>

### JOB DESCRIPTION:

*Within the General Secretariat of ICOM (28 permanent staff), attached to the Director General, the Assistant supports the President and the Director General in the management of their activities and that of the Executive Board.*

Executive Assistance and Personal Assistance to the President

- Ensures communication between the President, the Director General and the Secretariat
- Assumes the personal assistance of the President
- Keeps the agendas of the President and the Director General up to date, handles and edits correspondence
- Writes minutes of their meetings, follows up on their decisions and keeps their archives
- Prepares their missions and, if need be, those of other commissioned ICOM members, handles the budgets
- Works on any file or specified task assigned by the President or the Director-General

Secretariat

- Manages the general mail box of the secretariat
- Manages incoming phone calls for the secretariat (in the absence of the assistant in charge)
- Welcomes visitors to the secretariat (in the absence of the assistant in charge)

Administrative Management

- Prepares Executive Board meetings, writes and edits their minutes
- Follows up on the implementation of the decisions of the Executive Board, together with the Director General
- Participates in the preparation of June meetings, General Conferences and other events of the association
- Prepares meetings and presentations, at the request of the President or the Director-General

Participation in Transversal Services and Secretariat Projects

- Supports the Department of Finance and General Services, if need be
- Participates actively in meetings of departments – if need be - and in working groups of the secretariat

### PROFIL

**Education:** Bachelor or Master degree

**Experience:** professional and international experience in museums or cultural organisations, more years a plus

**Skills:** English and French fluent, Spanish optional

Mastery of office tools

**Skills:** Team spirit, openness, tenacity

Communication and Diplomacy Capacities

Sense of service and organizational qualities

*If this offer interests you, thank you to send your application to [icom.jobs@gmail.com](mailto:icom.jobs@gmail.com) before 4 February 2019. Interviews will be organized on 13 February 2019*