

SIM SECRETARIAT ASSISTANT Profile and Contract conditions

1. MISSION

Support the Executive Secretary (ES) in the fulfilment of SIM administrative tasks.

2. MANDATE

The ES is elected by the Council and ratified by the GA. Contracts of 2 years are signed and renewed as a Council resolution every 2 years.

3. EXPECTED RESULTS

	ACTIONS	FINAL RESULT
1	Collaborate with the ES in the following of SIM payments and relationship with providers.	Support ES in financial activities
2	Record the minutes, take notes and make the first draft of every SIM meeting minute including GA, Council and QSTF meetings.	Registration of discussions, resolutions and actions of SIM different meetings.
3	Helping with the organization of all SIM documentation Collaborate with review and publish SIM documents. Manage documents using share point for QSTF	SIM documentation controlled.
4	Support SIM communication: -Lead COMMUNICATION WG. -Answer SIM correspondence in coordination with ES.	Support ES in SIM Communication activities.
5	Support ES with reports and presentations	Support SIM communication with stakeholders
6	Support ES with the preparation of projects or any other kind of documentation needed.	Projects under control
7	Support ES in the control of SIM accountability through the organization of the records, following and keeping records of the approval process. Prepare SIM fees invoices, receipts, purchase orders, etc. and send them to all SIM members or suppliers when needed.	SIM accountability under control.
8	Help the ES in keeping records of Strategic Plan accomplishment including actions, activities and indicators.	Follow up of Strategic plan.
9	Make invitation letters, purchase of air tickets, booking of the hotel and payment of the per diem when it corresponds to different SIM events. Be in contact with the travel agency and book all SIM air flights and travel insurance.	Support SIM event logistics.

3. Knowledge and abilities

- Administration studies will be considered.
- Commitment.
- Organization abilities.
- Experience in conducting, administrating and reporting projects will be considered.
- Experience in organizing events.
- Social media administration. WordPress knowledge will be considered
- Communication skills.
- Knowledge of fluid oral and written English.

4. Conditions of the contract

- The work dedication will be 20 h a week
- The work will be done from home, the organization will provide a PC, necessary support equipment, needed software licenses, and office supplies.
- The person must provide a telephone and Wi-Fi. The cost of this is included in the contract.