VACANCY ANNOUNCEMENT

The International Council for Game and Wildlife Conservation (CIC) is seeking an:

**Executive Secretary**

Duty station:   CIC Administrative Office (Budakeszi, Hungary)
Reporting To:   Director General
Expected Start Date:  June 2023
Duration:    1 year (with a three-month probationary period)
Contract Type:   Full-time

We are looking for an ambitious and hardworking individual to join the CIC team in Budakeszi as a new Executive Secretary. The CIC is recognized around the world as an independent advisor on issues related to wildlife conservation and sustainable use. By taking on this role, you will be joining a fast-paced, multicultural organization that is at the forefront of shaping wildlife policy across the globe.

The CIC is a member of IUCN and holds observer status at environmental conventions of the United Nations, allowing us to have a direct input in environmental policy-making and shaping the future of our planet's health.

The organization also hosts numerous events and conferences every year, attended by leading experts and decision-makers in the wildlife conservation sector.

In this role, you will be responsible for supporting the Administrative Office of the CIC in its work advocating for conservation through sustainable use.

**Duties**

As a representative of CIC, the Executive Secretary is expected to demonstrate a high level of professionalism while interacting with a diverse group of staff and CIC members. The primary responsibility of this role is to manage administrative tasks required for the efficient functioning of the CIC Administrative Office, and to provide administrative support and assistance to the Director General and/or other assigned leadership staff. The Executive Secretary will be responsible for the following essential functions:

*Administrative tasks:*

- Managing incoming phone calls and directing them to the appropriate personnel
- Overseeing incoming and outgoing postal mail, ensuring timely delivery and distribution
- Monitoring and responding to correspondence through the office’s central email inbox
- Maintaining and updating the office calendar, including scheduling appointments and meetings
- Monitoring office supplies and placing orders for stationery and other necessary items as needed
- Organizing and maintaining the CIC archive and library, ensuring proper cataloging and accessibility
Events:
● Assisting with the planning, organization, and execution of CIC’s events, including conferences, workshops, and meetings
● Compiling and organizing printed working documents for meetings, ensuring that all materials are accurate, up-to-date, and readily available for attendees

Logistical tasks:
● Assisting with travel arrangements for staff members, including booking transportation and accommodations

Back Office
● Overseeing office maintenance, ensuring a well-organized working environment
● Coordinating procurement processes, including the acquisition of necessary equipment and services
● Managing car maintenance schedules and ensuring timely service appointments for the organization’s vehicles

Requirements
➢ Proficiency in Hungarian and English languages. Excellent written and spoken communication skills in English
➢ At least 2-3 years of relevant work experience;
➢ College degree or equivalent working experience is preferred
➢ Knowledge of German or French is an advantage
➢ Strong computer skills, including proficiency in MS Office
➢ Exceptional interpersonal skills
➢ Outstanding organizational skills, with the ability to multitask and maintain attention to detail
➢ Aptitude for working in multicultural and multidisciplinary teams, as well as independently and under pressure
➢ Valid driving license
➢ Hungarian/EU work permit

Application
If you believe you are the right candidate for this position, please submit your CV and cover letter in English, including your salary expectations, to Dária Földvári-Lapath (d.bezgacheva@cic-wildlife.org) by 15th May 2023.

Shortlisted candidates will be invited for interviews in Budakeszi, Hungary. The office is easily accessible with a 25-minute bus ride from Budapest, Széll Kálmán tér.