IHE Delft is the largest international graduate water education facility in the world and is based in Delft, the Netherlands. The mission of IHE Delft is to work in partnership to strengthen capacity in the water sector, to achieve global sustainable development. IHE Delft has a permanent staff of 230 of which more than 140 are academics from all over the world, while about 250 guest lecturers from academia and industry contribute to our educational programmes. Each year 750 professionals (including about 200 new MSc students per year) from all over the world attend various water-related courses at IHE Delft. The Institute has an international staff & student community with English as the working language.

The Hydroinformatics and Socio-technical Innovation Department focuses on catalyzing change in society, technology and policy, and enhancing the use of enabling ICTs, towards sustainability and resilience.

The aim of the Water Governance Department is to develop and support lasting transformations towards water sustainability, in ways that contribute to wider societal goals of justice, peace and wellbeing.

The Land and Water Management Department aims to add value to (human) managed land-water systems through monitoring, assessing, understanding and anticipating the impact of intervention and change.

The departments intend to recruit:

**Secretary**

20 hours per week

**Responsibilities**

- Providing general secretarial and administrative support to the department, including:
- handling phone calls, e-mails and correspondences;
- planning of meetings and sending invitations;
- preparing agendas, taking minutes of meetings and giving follow-up to action points;
- information management (archiving, maintaining address database, maintaining departmental project database, maintaining staff, PhD and visitors list etc.);
- assisting Heads/Deputy Heads of Departments in daily management and communication in department;
- administrative support to project execution (deadlines, finances), mission requests and declarations, online courses and MSc thesis defences (plagiarism checks, scheduling defence dates);
- support to the departmental project administration;
- assisting in booking hotels for the international fieldtrips, VIP tours and visitors;
- assisting international staff in the department in practical matter;
- supporting organisation and preparation of events for multiple groups (e.g. capacity development activities, seminars, visits)

**Requirements**

- At least 2 years of experience in a secretarial position;
- Senior secondary vocational education (MBO);
• Excellent verbal and written communications skills, also in multi-cultural settings;
• Customer focus, team oriented;
• Diligent, accurate and responsible;
• Good knowledge of MS Office, database knowledge is an asset;
• Fluency in English and Dutch. Other languages are an asset.

**Terms of employment**
The employment contract is for 20 hours per week.

Scale 6 Collective Labour Agreement for Dutch Universities (VSNU).

IHE Delft offers an attractive, multiple choice employee benefits scheme, year-end bonus and generous pension scheme. The appointment implies entry into the Netherlands’ Civil Service Pension Fund (ABP). We also offer 31 days’ leave based on 38 hours working week.

**Information and application**
Additional information can be obtained from Dimitri Solomatine d.solomatine@un-ihe.org.

Applications (in English), should respond specifically to the requirements, and can be sent until **15 December 2021** (closing date) including curriculum vitae, motivation letter and the names to IHE Delft, (as one PDF file with your family name as the filename), attn. Human Resource Management (E: recruitment@un-ihe.org ), stating vacancy-number 21-HSTI-04.

*Reactions from staffing agencies and other 3rd parties are not appreciated*