



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 Office of the Rector (OR) is a staff bureau providing policy and general support to the management of the institute. OR is responsible for public relations, communication and marketing, advises in academic affairs, and facilitates project acquisition and implementation. Within the Office of the Rector the secretary of the Rectorate is responsible for the coordination of the work of the Secretariat of the Rectorate.

Secretary of the Rectorate

1 FTE

Responsibilities

- Independently takes care of correspondence such as letters, memos, e-mails, as well as presentations, reports and notes;
- Independently arranges appointments for contacts that are important to the Institute;
- Plan, prioritise and schedule appointments (complex calendar management), prepares these meetings and follow up where required;
- Act as the first point of contact for questions from staff and external parties to the Rectorate and to answer these questions or refer them onwards;
- Independently sets priorities for the Rectorate;
- Focal point and coordinator of the secretaries and office managers within the Institute;
- Supports the Rectorate, including the collection and processing of management information, investigates data and conducts sub-studies;
- Provide information about administrative, advisory or participation bodies and their activities to internal and external stakeholders;
- Prepare and supervise visitors' programmes and events in which the Rectorate is engaged and is responsible for the corporate events calendar;
- Holds ultimate responsibility for the preparation and organisation of large meetings/events and performs the associated coordinating activities;
- Coordinate the work to be performed by the Secretariat of the Rectorate;
- Organise and make reports of weekly Rectorate meetings and other meetings and gatherings;
- Follow-up on action points pro- actively;
- Supervise and promote compliance with set procedures, resolutions and agreements;
- Maintain regular contacts with Governing Board members, WorksCouncil and other important stakeholders (plan meetings 2-4 times a year: arrange for travel, payments and making the report of meetings in English or translate);
- Provides information, key figures and performance indicators for the compilation of year plans, budgets and the annual report;
- All other common activities within the Office of the Rector;

Requirements

- At least an upper secondary vocational education in business and administration or equivalent (HBO work experience);
- > 10 years of experience in a secretarial position;
- Ability to set priorities;
- Stress-resistant;
- Customer focused;
- Experience in a multicultural work environment;
- Confidence and good communicator;
- Excellent verbal and written communications skills;
- Diligent, accurate and responsible;
- Demonstrated ability to work efficiently in a team;
- Fluency in English and Dutch. Other UN languages are an asset;
- Excellent computer skills, especially in Word, Excel, Outlook, PowerPoint and online meeting tools;
- Database, spreadsheet, power point knowledge is an asset;
- Knows when matters should be kept confidential;
- Demonstrated excellent organisation skills and a proactive attitude.

Terms of employment

The employment contract is for 38 hours per week.

Scale 8 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 a 38 hours working week.

Information and application

Additional information can be obtained from Johan Aad van Dijk j.vandijk@un-ihe.org.

Applications (in English), should respond specifically to the requirements, and can be sent until **11 May 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-REC-01**.

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