



Employment Opportunity

The Permanent Mission of Pakistan to the United Nations in New York would like to invite applications for the position of a **Social Secretary to the Ambassador and Permanent Representative of the Mission**, with immediate effect. The Mission is looking for motivated individual who is adoptable and dedicated to working in fast paced, multi cultural environment. All applications should be received well before **16th August, 2024- Friday**.

Duties and Responsibilities:

- Maintain and schedule appointments for the Ambassador and Permanent Representative
- Provide proactive, cordial and gracious responses to telephone or written inquiries/requests destined to the Ambassador's official telephone and official email address
- Regular update the contact details of other Missions and UN offices
- Accord necessary support and assistance in planning, managing and executing events approved by the Mission
- Plan and execute social events at the Mission/Ambassador's residence
- Welcomes guests at High Level events at the Mission/ Ambassador's residence
- All other secretarial tasks as per the rules and regulations of the Missions

Essential Qualification/Skills

- Bachelor's degree (preferably in international relations)
- Preferably two years experience
- Fluent in English (both written and oral)
- Good knowledge of computer(Word, Excel and Internet)
- USA citizens ship/permanent residence or legally authorized to work in USA. Previous experience working in the Mission or any other international organization is preferred.
- The ability to work independently and to react to situations may arise, without constant supervision
- Must be able to interact and communicate with individuals at all levels, and ability to develop personal network
- Must be available to work in evenings, weekends and holidays as and when necessary
- Strong willingness to share knowledge with and learn from colleagues
- Ability to work in Team environment

Salary :

- As per rule of the Mission (\$50 ~ \$65Kannually inclusive of all emoluments)

Additional information:

- This is a full-time position. The working hours are Monday to Friday from 09:00am to 5:00pm. However, the position may demand working beyond office hours occasionally.
- Applicants are requested to send a copy of their CV with a recent photo and contacts details of two reference with legal status of US citizenship or Permanent Residence/valid work authorization card to the Mission at j87ibz@gmail.com/Pakistan@pakun.org
- Shortlisted candidates will be contact directly by the Mission for an interview.