

Administration and Policy Specialist

- Preparation of documents, reports, correspondence
- Organisation of conferences, seminars, meetings, events etc
- Policy papers analysis and preparation
- Finances - bank transfers, monthly lists of invoices, annual reports, projects reports etc
- Assistance and coordination with member cities and Union bodies / structures: Cultural Cities, Smart and Prospering Cities, Gender Equality, Youth Employment & Well-being, Policy and projects task force (Policy), National coordinators.
- Translation of the documents
- Postage of documents, publications, correspondence
- Other tasks assigned by the Secretary General