OFFICE CIRCULAR

SUBJECT: SECRETARY/ASSISTANT (GRADE B3) TO THE DEPUTY DIRECTOR, DIRECTORATE FOR COMPUTERS AND COMMUNICATIONS

Closing date for applications: 13 November 1991

Duties: Under the direct supervision of the Deputy Director and in conjunction with the Personal Assistant to the Director:

1. Assist the Deputy Director with day-to-day administrative tasks and carry out the usual range of secretarial duties.

2. Receive, sort and distribute incoming mail, and ensure that correspondence is dealt with appropriately and in good time. Follow up on own initiative matters not requiring the attention of the Deputy Director.

4. Participate in the development and maintenance of the filing system in the Director’s Office (paper and electronic files). Collect, screen and assemble information and documentation as required. Assist in administrative matters concerning the office of the Director.

5. Use word processing and OA facilities to prepare documents from draft notes and oral instructions. Proof-read texts, draft letters and prepare correspondence for the Deputy Director’s signature.

6. Participate in the preparation and servicing of meetings.
   - Take notes of internal meetings.

7. Help the Director’s Personal Assistant in her work and replace her when absent.

8. Carry out other related duties as required.

Principal qualifications:

1. Good secondary level of education. Solid previous experience as a private secretary.

2. Good knowledge of the administrative rules and procedures of the Organisation, including the presentation of documents in accordance with the Uniform Procedures for Documents and Publications.

3. High degree of discretion in handling confidential matters. Ability to work under pressure and to take initiative and responsibility. Tact and diplomacy.

4. Aptitude for classifying and filing of documentation and correspondence.

5. Very good word processing skills. Demonstrated ability to use Office Automation functions, such as electronic messaging, filing, calendars and meeting facilities.

6. Very good knowledge of both official languages of the Organisation (English and French).