OFFICE CIRCULAR

ASSISTANT II (GRADE B3), ROAD TRANSPORT RESEARCH CO-OPERATION PROGRAMME, DIRECTORATE FOR SCIENCE, TECHNOLOGY AND INDUSTRY

Closing date for applications: 26 October 1992

Duties:

1. Assist the administrators responsible for research studies and projects in the preparation and organisation of seminars, workshops and symposia. Provide the necessary assistance and support to the national experts participating in the Programme’s activities.

2. Prepare the documents and files required by the administrators, consultants and outside experts. File and retrieve the working documents and correspondence as well as periodicals and scientific reference works.
3. Maintain working relations and follow up on action with central administrative services on matters related to meeting room reservations, translation of documents, printing of documents, etc.

4. Assist in the preparation of publications in both official languages (English and French) and ensure that presentation conforms with established rules of the Organisation.

5. Perform the full range of secretarial tasks, such as using office automation equipment to prepare and modify texts of working documents, reports and correspondence, answering telephone calls, taking messages, etc. Type texts from manuscript notes and from shorthand.

Principal qualifications:

1. Good secondary level of education. Previous experience in administrative and secretarial work. Experience in organising meetings would be an advantage.

2. Good knowledge of the administrative rules and procedures of the Organisation with respect to the presentation and reproduction of documents.

3. Good knowledge in the use of office automation systems, in particular with regard to their application in word processing. Ability to draft routine correspondence in English and French; very good typing speed in English and good typing speed in French. Shorthand skills in English.

4. Very good organisational skills. Ability to work in a team and under pressure.

5. Excellent knowledge of English and very good knowledge of French.

N.B. The successful candidate will be required to have passed the Organisation’s typing test in English.