ADMINISTRATOR (GRADE A2/A3), MAIL/TRANSPORT SECTION, GENERAL SERVICES DIVISION, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 19 May 1995

The OECD is an equal opportunity employer and encourages applications from female candidates

Duties

Under the general supervision of the Head of General Services Division and his Technical Deputy, the post-holder will be responsible for the management of four diverse units and, in particular, will be required to:

1. Plan, supervise and co-ordinate the work of the various units responsible for:

   -- reception, sorting and dispatch of mail and documents within and outside the Organisation and to Delegations;

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-- general removals;
-- the vehicle pool and chauffeurs; and
-- reception of goods.

2. Manage the accounts of the mail service; monitor annual expenditure and provide statistics and reports thereon. Optimise postal dispatch rates, taking into account budgetary constraints, particularly in the light of the Organisation's recent move towards decentralisation of postage appropriations. Advise Administrative Officers on the most efficient use of their respective postage credits.

Identify companies offering the most competitive prices and subsequently negotiate the most advantageous terms for the Organisation.

Carry out studies relating to the introduction of a comprehensive contracting-out policy according to market trends, with the object of obtaining high quality, cost-effective services.

Review the mail service management, introducing as required, new computerised methods for management and control.

3. Ensure the integration of the Removals Unit, transferred from the Technical Section, with the other Units comprising the Mail and Transport Section. Set up and develop the tools and procedures required for the monitoring and management of this activity.

4. Undertake thorough reviews of the transport activities (chauffeurs and management of vehicle pool) as required and ensure the recommendations are satisfactorily implemented and subsequently adhered to.

5. Design and implement, in parallel with the FIMS system, modernised methods of reception and checking of goods for the Organisation as a whole. Define and develop relevant procedures in collaboration with the Security Service.

6. Assume responsibility for day-to-day management and administration of staff.

**Principal qualifications**

1. University degree, preferably in business management or other relevant discipline, or equivalent professional experience.

2. Practical experience in management, personnel administration or other related fields. Experience in the field of transport, mail services and management of a vehicle pool would be an advantage.
3. Good knowledge of and proven experience in computer-based tools for budget monitoring, quality control and calculation of statistics on volume of activities.

4. Ability to direct and supervise the work of staff engaged in different activities.

5. Ability to assess the possibilities for improving existing systems and/or introducing new operational systems and computerised methods.

6. Proven ability to co-ordinate activities, to assign priorities, and to organise work schedules.

7. Ability to be flexible, to take initiative, to assume responsibility and to communicate effectively.

8. Very good knowledge of one of the two official languages of the Organisation (English and French); good knowledge of the other.

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.