OFFICE CIRCULAR

SUBJECT: ASSISTANT II (GRADE B3), ROAD TRANSPORT RESEARCH PROGRAMME,
• DIRECTORATE FOR SCIENCE, TECHNOLOGY AND INDUSTRY

Closing date for applications: The closing date for applications is 4 weeks after the publication date.

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. Working fields are: traffic and road transport research, road safety and highway technology.
3. Assist in the preparation of publications in both official languages (English and French) and ensure that presentation conforms with established rules of the Organisation.

4. 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 and ability to type in both these languages. Very good shorthand speed in French*.

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

5. Excellent knowledge of one of the official languages of the Organisation (English and French) and very good knowledge of the other.

* The successful candidate will have passed the shorthand test in French at 60 words per minute.