OFFICE CIRCULAR

SUBJECT: SECRETARY/ASSISTANT (GRADE B4), DIRECTOR’S OFFICE, DIRECTORATE FOR COMPUTERS AND COMMUNICATIONS

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

Duties:

The work is carried out under the direct supervision of the Director.

1. Exercise sound judgement in organising the Director’s time (visits, appointments and mission itineraries). Screen telephone calls, receive visitors and handle enquiries concerning the work of the Directorate.

2. Follow up on own initiative matters which may not require the personal attention of the Director. Identify and control follow-up action for Heads of Division and throughout the Directorate on incoming mail and calls, as appropriate.
3. Prepare/arrange meetings, assemble relevant documentation and briefing material from staff and files in good time. Take minutes of internal meetings, as required.

4. Organise and maintain the information system (both paper and electronic) in the Director’s office. To this effect, collect information and documentation, and present it in a meaningful form (tables, charts, text).

5. Use word-processing to prepare documents from draft notes and oral instructions. Proof-read texts, draft letters and prepare correspondence for signature.

6. Participate in other related tasks, as required.

Principal Qualifications:

1. Good secondary level of education. Previous experience as an executive secretary would be an advantage.

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, tact and diplomacy. Ability to work under pressure and to take initiative and responsibility.

4. Ability to adapt easily to a changing technological environment and willingness to learn new procedures resulting from new technology.

5. Very good ability in classifying and filing of documentation and correspondence.

6. Word processing skills in English and French. Very good knowledge of Office Automation functions, such as word-processing, electronic messaging, filing, calendars and meeting facilities.

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