ADMINISTRATIVE ASSISTANT
Grade B3
Association of Pensioned Staff of the Co-ordinated Organisations and their Dependents (AAPOCAD)

EXD/HRM/VAC(2001)077

Initial fixed term appointment: three years, renewable

AAPOCAD (Association of Pensioned Staff of the Co-ordinated Organisations and of their Dependants) is looking for an Administrative Assistant required to perform various secretarial and administrative tasks.

AAPOCAD

Established in 1981 to defend the Pension Scheme of the Co-ordinated Organisations (NATO, OECD, Council of Europe, European Space Agency, Western European Union, European Centre for Medium-Range Weather Forecasting), AAPOCAD monitors the proper application of the Pension Scheme of the Co-ordinated Organisations and assists its members with any problems regarding pensions.

The Association has its headquarters on the premises of the OECD in Paris; the position of Administrative Assistant is included on the OECD payroll but is entirely funded from the AAPOCAD budget. Established under the 1901 Associations Act, AAPOCAD is accordingly subject to French law, but the terms of employment for this position are the same as those applying to permanent OECD staff at the same grade.

Structure

AAPOCAD currently has 2,000 members in some 30 countries (mostly in France), and is funded largely from subscriptions.

It is administered by:

- a General Assembly,
- a Governing Board,
- a Bureau that runs the Association, under the Chairman’s supervision; it has a dozen members who meet regularly in Paris,
- AAPOCAD also has Regional Delegates who liaise with pensioners in the leading countries of residence,
- the Administrative Assistant reports directly to the Chairman of AAPOCAD.
This position is vacant from 1st April 2002, an auxiliary contract of a maximum two months could precede this appointment during which the future and current post-holders will be able to work together.

The job...

a) Conventional secretarial duties

- Secretarial duties
  • serve as a secretary to the Chairman and members of the Bureau (telephone and correspondence);
  • file and archive documents;
  • organise contacts and missions for the Chairman and members of the Bureau;
  • generally carry out any work relating to the running of a permanent secretariat.

- Meetings
  • organise meetings of the Bureau and the Governing Board as well as the General Assembly, for instance notifying participants, booking rooms, arranging technical support, and co-ordinating preparations for the General Assemblies (held abroad every other year);
  • assist the Chairman as necessary with these meetings and, in particular, prepare the relevant dossiers;
  • make the necessary preparations for meetings organised within the framework of the Co-ordination system and provide follow-up as appropriate;
  • draft agendas, records of decisions, and summary records for AAPOCAD meetings.

- Communication
  • keep in contact and liaise closely with the Co-ordinated Organisations’ pensioners associations and Staff Associations;
  • keep in close contact and maintain working relations with the administrative staff of the OECD and the other Co-ordinated Organisations;
  • liaise with Regional Delegates, particularly regarding new members and the management of files and information on the Co-ordination system;
  • help to define and prepare AAPOCAD communication tools: the Association’s List of Members, annual Bulletin, computerised communications and promotional materials to attract new members;
  • ensure that all documents to be sent out to members are translated, reproduced and dispatched, checking that the Association’s computerised database contains all the relevant information on members and is regularly updated;
  • contact French government departments on matters regarding the rules governing 1901 associations.

b) Administrative duties specific to AAPOCAD

• welcome pensioners to the Association’s premises, answer their enquiries or direct them to the relevant administration or staff member in the relevant association;
• deal similarly with other enquiries made by post or telephone;
• generally gather all the necessary information for the Bureau and Chairman to answer members’ requests for help and advice;
• assist the Chairman and Bureau in preparing and organising the elections held during the General Assembly;
• assist the Association’s Treasurer with tasks such as subscriptions, reminders, preparation and follow-up for subsidy applications, and book-keeping;
• for the Chairman, draw up statistics and other information on membership, the Pension Scheme and the work of the Co-ordination system.
The person we are looking for should have...

1. Good secondary level of education and training as an executive secretary or equivalent. Several years’ experience as an assistant or secretary at national or international level.

2. Good organisational skills, ability to take initiatives and responsibility and prioritise work efficiently.

3. Ability to work in a team with the AAPOCAD Bureau.


5. Good relational skills and the ability to be a good listener, particularly with the elderly.

6. Sound knowledge of administrative practice; special knowledge of the Pension Scheme Rules and the workings of Co-ordination would be an advantage.


8. Availability for short travel in France and abroad.

9. Excellent knowledge of one of the two official languages of the Co-ordinated Organisations (English and French); very good knowledge of the other, including the ability to speak and draft in both languages.

N.B. The successful applicant, except in case of transfer, will be required to have passed the Organisation’s typing test and word-processing test in one of the two official languages, and the language test in the other.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)077 and be sent via our on-line application form on www.oecd.org/hrm by 11 October 2001.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org