SECRETARY/ASSISTANT
Grade B3
Council Secretariat, General Secretariat

EXD/HRM/VAC(2001)108

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Secretary/Assistant to carry out a wide range of secretarial and administrative duties. This person will work under the supervision of the Director of the Council Secretariat in the General Secretariat.

The job...

1. In accordance with the relevant rules, check the accuracy and presentation of and ensure the material finalisation of all draft documents submitted by the various sectors of the Secretariat to the Council or its subsidiary bodies, including the Executive Committee and the Committee on Co-operation with Non-Members, and to the Executive Committee in Special Session.

2. Receive, process and circulate for visa and follow-up all Council and Executive Committee documents to be approved under the written procedure; draw up the list of documents for approval under the written procedure.

3. Carry out with tact and discretion all the usual secretarial work for the Director of the Council Secretariat, and in particular screen telephone calls, prepare drafts of routine letters and administrative notes, register incoming mail, sort and file documents.

4. Carry out other related duties as required, and replace the B4 Assistant when that person is absent.

The person we are looking for should have...

1. Good secondary level education, as well as secretarial training and several years’ relevant experience.

2. Organisational skills; tact and discretion; ability to work both quickly and meticulously, and under pressure; team spirit.

3. Sound understanding of the work and procedures of the Organisation.

4. Experience with the official layout of documents in Word; very good typing speed in one of the two official languages and good speed in the other.

JT00117414
27-Nov-2001
5. Excellent knowledge of one of the Organisation’s two official languages (English and French); good command of the other.

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, and the language test in the other.

The appointment may initially be made 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.

We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)108 and be sent via our on-line application form on www.oecd.org/hrm by 10 January 2002.

Only candidates selected for interview will be contacted.

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