PERSONAL ASSISTANT
Grade B4
Sahel and West Africa Club

EXD/HRM/VAC(2002)072

Fixed term appointment

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Personal Assistant to facilitate the work of the Director of the Secretariat of the Sahel and West Africa Club by ensuring that the outer office and the flow of work in the service as a whole runs smoothly and efficiently. This person will work under the direct supervision of the Director.

The job...

1. Manage the Director’s office: arrange appointments and meetings; anticipate and co-ordinate longer-term engagements according to the priorities, the activities of the Club Secretariat and the OECD.

2. Act as an initial point of contact, and ensure the liaison between the Director’s office, the Private Office of the Secretary General, the Centre for Co-operation with non-members (CCNM), Development Centre (DCD), Development Co-operation Directorate (DCD) and other sectors of the Organisation. Maintain excellent relations with Club Secretariat donors and their respective Delegations; with aid agencies and African networks. Receive high-level personalities and officials of Member and non-member countries, organise their programmes and assist them in their contacts with the Organisation. Filter telephone calls, and respond to requests for general information regarding the activities and meetings of the Club Secretariat.

3. Organise the calendar of events, meetings and entertainment functions so as to optimise the use of the Director’s time. This involves in particular, monitoring mission plans, meetings, and maintaining the flow of information with the staff of the Club Secretariat and other departments of the OECD.

4. Organise incoming mail according to priority and forward to senior staff as necessary; deal with current matters not requiring the personal attention of the Director. Co-ordinate follow-up action and ensure deadlines are met and that correspondence is answered in good time. Ensure the co-ordination of Club Secretariat attendance at meetings and help to prepare appropriate documentation.

5. Make all practical arrangements, and prepare appropriate documentation, for the Director’s official travel.

JT00135109
13-Nov-2002
6. Draft letters and memoranda from oral and written instructions, in the two official languages of the Organisation. Review correspondence prepared elsewhere in the Club Secretariat prior to signature by the Director. Type from manuscript in English and in French.

7. Carry-out ad hoc translations. Assist in the editing of draft reports, summary records and documents.

8. Organise and co-ordinate meetings, both internally and externally (frequently in Africa).

The person we are looking for should have...

1. Good secondary level of education. Several years’ experience as a secretary/assistant to a senior national or international civil servant, or equivalent, preferably in an international or West African environment. Good knowledge of development issues and experience in working in the West African context.

2. High degree of discretion and tact in handling confidential matters. Ability to work efficiently in a multicultural environment. Ability to communicate and disseminate information. Ability to foster and maintain excellent working relations with colleagues at all levels and to work in close collaboration with the Administrative Officer; a good team spirit is essential.

3. Good knowledge of the administrative rules and procedures of the Organisation, with respect to the procedures to be followed for the organisation of meetings.

4. Sound organisational skills. Commitment. Ability to establish priorities, to work with order and method, to take initiative and responsibility, and to work from general instructions, often under pressure, with good judgement and in a calm manner.

5. Very good command of office automation and software used in the OECD (Microsoft Suite).

6. Excellent knowledge of English and very good knowledge of French. Good translation skills, preferably from French into English. Very good drafting ability in English; good oral and written knowledge of French.

N.B. To be promoted to B4 grade, the successful applicant will be required to have passed the Organisation’s typing test and word-processing test in one of the two official languages (English and French), 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(2002)072 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 12th December 2002.

Only candidates selected for interview will be contacted.

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