The Joint Pensions Administrative Section (JPAS), which is for administrative purposes attached to the OECD, is looking for a personal assistant to the Head of JPAS to carry out secretarial and administrative tasks and to ensure the smooth running of the Head of JPAS's office.

**The job...**

1. Act as secretary to the Head of JPAS and exercise judgment in carrying out the usual range of secretarial tasks: such as setting work priorities, filtering and responding to incoming calls, making appointments, organising missions, sorting and distributing incoming mail, ensuring that it is answered, following up on actions, preparing correspondence on the basis of oral instructions or notes in both official languages (English and French), drafting routine correspondence on own initiative, preparing documents and correspondence on a word processor, following up pending issues, and maintaining current files and office records, maintaining JPAS’s electronic and paper filing systems, helping other JPAS staff members as necessary.

2. Perform administrative tasks such as: arranging official missions, taking responsibility for all travel arrangements and expense claims, co-ordinating meetings, managing time-keeping for the Section; ordering office stationery, assisting in the management of the JPAS's budget as appropriate, including monitoring payments, acting as interface with the OECD’s Operations Service for office maintenance, security, etc.

3. Participate in the preparation of documents for the Pension Administrative Committee (CAPOC). Assist in preparing and editing texts for oral and written presentation.

4. Foster and maintain good working relations on behalf of the JPAS within the OECD, national delegations, governments, business and other international organisations.

5. Carry out other related duties as assigned.

**The person we are looking for should have...**

1. Good secondary level education, preferably post-secondary and secretarial training. Proven experience as a secretary with proven secretarial and budgetary skills, preferably in an international environment.

2. Ability to use discretion in handling confidential matters.

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3. Ability to work effectively in a multicultural environment, to foster and maintain good working relations at all levels, both within the OECD and outside the Organisation.

4. Initiative, team spirit, commitment, attention to detail; ability to work with little supervision, and to establish priorities and meet deadlines.


6. Excellent knowledge of English, including drafting skills, and very good knowledge of French; knowledge of other languages would be an advantage.

N.B.: To be appointed at B3 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(2003)065 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 28th August 2003.

Only candidates selected for interview will be contacted.

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