

Paris, 23-Feb-99

HUMAN RESOURCE MANAGEMENT

OLIS : 23-Feb-1999

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OFFICE CIRCULAR

SECRETARY/ASSISTANT (GRADE B3), ITALIAN LINGUISTIC SECTION

Closing date for applications: 26 March 1999

**The OECD is an equal opportunity employer
and encourages applications from female candidates**

Role

The main responsibilities of the post-holder will be to perform a wide range of trilingual secretarial tasks in the fields of activity of the Organisation, and to carry out related organisational, communications and linguistic assistance tasks.

Main duties

1. Assist in the preparation and organisation of meetings, establish work priorities, deal with telephone calls and the mail, fix and organise appointments, provide linguistic assistance.
2. Perform administrative tasks such as:
 - help preparing and organising meetings, and working lunches and dinners with Italian participants;
 - establish and keep up to date computerised databases, mailing lists and document files;
 - translate routine correspondence (Italian, English, French).
3. Prepare official documents and reports for publication (proof-reading, editing and page-setting).
4. Carry out other related duties as assigned.

Principal qualifications and core competences

1. Good level of secondary education corresponding to the *baccalauréat* and/or training in a secretarial college. Several years' experience as a secretary/assistant, preferably in an international environment, would be an advantage.
2. Good knowledge of the administrative rules and procedures and working methods of the Organisation, in particular with respect to the presentation of official documents and publications and to the procedures to be followed for the organisation of meetings. Very good knowledge of the Organisation's office automation equipment and software systems.
3. Discretion, sense of initiative, conscientiousness and precision.
4. Ability to work from general instructions and under pressure. Ability to deal simultaneously with a variety of tasks and to be flexible with changing work priorities.
5. Ability to work effectively in a multicultural environment, and to foster and maintain excellent work relations at all levels inside and outside the OECD.
6. Excellent knowledge of Italian, and very good knowledge of the two official languages of the Organisation (English and French).

N.B. To be appointed on promotion, the successful candidate will be required to have passed the Organisation's typing and word processor tests in Italian and in one of the two official languages of the Organisation (English and French) and the language test in the other.

The post may be filled at the level immediately below if the qualifications and professional experience of the selected candidate correspond to that level; in this case, the duties and responsibilities assigned will be adjusted accordingly.

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: A fixed-term appointment (usually for two or three years, with the possibility of renewal) will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competences mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

November 1997