



**INTERNATIONAL LABOUR OFFICE
SUB-REGIONAL OFFICE FOR NORTH AFRICA
Based in Cairo**

**VACANCY ANNOUNCEMENT (No: 006-11)
DATE OF ISSUE: 27 April 2011**

The ILO Sub-Regional Office for North Africa is seeking to recruit a highly motivated and qualified candidate for the following position:

Senior Secretary GS.5/ GS.6

MAJOR DUTIES:

The incumbent should perform the following tasks:

1. Arrange appointments and maintain the supervisor's calendar. Receive visitors, place and screen telephone calls, and answer queries with discretion.
2. Search for and prepare briefing materials for the supervisor for use on official trips, special meetings and for action. Collect, solicit and coordinate briefing materials for the supervisor's missions and meetings, ensuring that submission timetables are adhered to. Select and make pertinent abstracts and undertake searches for information.
3. Arrange meetings with high-ranking officials and arrange official receptions.
4. Participate in the organization and preparation of staff or special meetings, and take minutes and/or notes. Make all important arrangements and facilities for conducting workshops and seminars.
5. Prepare informal translations, and may act as interpreter.
6. Receive, screen, log and route correspondence, attach necessary background information, maintain follow-up system, and draw the attention of the supervisor to matters requiring immediate and/or personal attention. Open, record and re-direct confidential mail.
7. Coordinate the secretarial services of the office, and check and correct correspondence prepared by other staff for the supervisor's signature.
8. Provide office management and administrative support services to other professional staff, when necessary.
9. Maintain policy, confidential and general files.
10. Draft non-substantive correspondence and ensure follow-up.
11. Take and transcribe dictation on a variety of subject matters, ensuring that spelling, punctuation and format are correct. Type correspondences, documents, reports, etc., some of which are highly confidential.
12. Make travel arrangements for the supervisor and perform liaison duties with other units.
13. Perform other duties as assigned by the supervisor or the officer-in-charge including ensuring that required faxes, email, pouch and express mail are sent and that information on web sites is updated.

REQUIREMENTS

Education

– Completion of university Degree and secretarial training. Successful completion of the typing and standard office computer applications test is compulsory.

Experience

– Six to seven years of secretarial experience, and formal secretarial training.

Languages

– Fluent Arabic, English and French

Competencies

– Proven ability to use word processing software and email. Ability to use other software packages required by the work unit. Proven shorthand and typing abilities.

Thorough knowledge of secretarial practices and procedures, and good knowledge of administrative procedures and practices. Thorough knowledge of modern office procedures, and computer software packages required for work. Knowledge of in-house procedures for the preparation of documents and administrative forms, and for the creation and maintenance of filing systems. Knowledge of protocol. Knowledge of procedures governing missions and other official travel. Good knowledge of the work of the office, and the work carried out in other work units. Proven ability to draft non-routine correspondence and to ensure correct spelling, grammar and punctuation. Proven ability to take minutes of meetings. Ability to reply in an appropriate manner to telephone and in-person inquiries. Ability to work well with colleagues. Good organizational skills. Ability to evaluate correspondence and inquiries for best course of action. Ability to obtain services from other work units inside or outside the office for completion of tasks. Ability to search and retrieve information from databases and compile reports. Ability to respond to requests from high-ranking officials, and to deal with high-level visitors with tact and diplomacy. Ability to determine relevant background and reference materials for others, to screen requests for urgency and priority, and to respond to requests requiring input from various sources. Ability to deal with confidential matters with discretion. Supervisory skills. Discernment. Excellent time management skills.

DUTY STATION AND REMUNERATION

The position will be based in Cairo. The ILO offers a competitive remuneration package in accordance with the United Nations common system of salaries, allowances and benefits.

APPLY TO

Cover letter and CV must be submitted to the following address (**9 Dr. Taha Hussein Street, Zamalek - code 11211**), Fax: 27362358 or e-mail: ilo.human.resources@gmail.com quoting job title and vacancy number.

Only those candidates that are short-listed for interviews will be notified.

Deadline for submitting applications: May, 11th 2011
