

Vacancy Announcement

Position Title - Administrative Assistant, Events Coordination Unit of the World Organisation for Animal Health (OIE)

Salary : Base salary at **1900 €** net / month
Salary - totally or partially - exempt of French income tax
Benefits (annual quality bonus)

Duration : Two (2) years - renewable for an unlimited number of times according to performance

Context

The World Organisation for Animal Health (OIE) is an intergovernmental organisation recognised by the World Trade Organization as a reference Organisation for intergovernmental standards concerning the sanitary safety of international trade of animals and products of animal origin and zoonoses, and oversees improving animal health, veterinary public health and animal welfare worldwide, as well as transparency of the global animal disease situation.

The OIE, then known as the « Office international des épizooties », was created on the 25th of January 1924. Its Headquarters are based in Paris. It comprises 182 Member Countries and is present on all continents through 12 Representations. The OIE maintains permanent relations with over 70 international and regional Organisations.

The Events Coordination Unit (ECU) promotes, plans, coordinates and follow up of the implementation of technical and institutional OIE events, including the General Assembly of the OIE Delegates, in collaboration with other relevant OIE Departments / Units, and OIE Regional / Sub-regional Representations and national authorities.

Positioning and reporting

Under the authority of the Deputy Director General in charge of Institutional Affairs and Regional Activities, and the direct supervision of the Head of the Events Coordination Unit (ECU).

Job purpose

The Administrative Assistant supports the daily administrative running of the Unit, liaising within the ECU team and with the rest of the Organisation as well as with external parties when required to guarantee the smooth coordination of activities. The Administrative Assistant is also in charge of providing logistical support to the Organisation and coordination of events managed by the unit.

Missions and activities

Provide general administrative support:

- Take and orient phone calls
- Manage incoming and outgoing correspondence, including delivery of hard copies of reports and letters
- Screen and prioritise entering e-mails
- Manage filing, scanning and archiving of documents and update electronic and hard-copy registers regularly
- Provide timetable management for the team's agenda, when required
- Prepare travel arrangements and claims for reimbursement for the team, when required
- Assist the team with visa issuance for the team, when required
- Manage the stationary supplies and stock for the team
- Maintain and update the ECU database of relevant contact persons in TIGER database, including the information related to interpreters, translators, and General Session suppliers;
- Update the Intranet / Extranet / Website pages pertaining to the ECU
- Share the relevant "Notes de services" and administrative documents within ECU
- Participate and ensure the timely contribution of ECU to the OIE Bulletin
- Participate in the review and improvement of processes within the team

Provide support to the organisation of events such as:

- the General Assembly of the OIE Delegates (on May every year, gathering +/- 1000 participants):
 - Management of registrations (review, edition and payment follow-up)
 - Management of rooms reservations for side meeting
 - Preparation of badges
 - Verification of OIE focal point registrations with relevant Departments/Unit
 - Follow up of accredited Delegates
 - Update of the General Session website
 - Preparation of Verbal Notes for visa purposes;
 - Preparation of the lists of participants (review and edition)

Vacancy Announcement

- Preparation of relevant statistics
- Management of external interpreters and translators
- Any other task to assist the team as required
- the events organised by the ECU at OIE headquarters and abroad: punctual support according to the needs during peak work periods (including, preparation of badges, Verbal Notes for visa purposes, lists of participants, management of external interpreters and translators, among others)

Provide support to the preparation of technical documents

- Draft emails and official letters, as required
- Proofread and edit working documents, letters and reports
- Draft, format and circulate meeting reports
- Oversee and/or participate to the translation of letters, reports and other relevant documents
- Manage external translations

Qualifications and Experience

Required qualifications

- Undergraduate degree or degree in administrative support or in humanities
- At least 2 years of professional experience as an administrative assistant with international exposure.

Requirements:

Technical skills:

- Excellent command of French and English, both written and spoken
- Excellent proofreading and editing skills
- Strong computer skills in a Microsoft environment, including Word, Excel, Access, PowerPoint and Outlook, as well as a good knowledge of Adobe Acrobat
- Proficiency in database management

Additional competencies

- Experience with project management software (smartsheet)
- Experience on web content management (Dreamweaver, TYPO3, content management system (CMS), WordPress)
- Knowledge of the third official language (Spanish) would be an asset.

Behavioral skills:

- Capacity to work with multiple team members in a multi-cultural environment with sensitivity and respect for diversity
- Excellent communication skills
- Proven effective organisational skills and ability to handle work in an efficient and timely manner, defining priorities and meeting tight deadlines
- Accuracy and attention to details
- Capacity to work independently and to take ownership of tasks

Working conditions

This is a full-time position as an international civil servant based at the OIE Headquarters in Paris (France). It requires long hours in a seated position at a computer.

General information

The OIE places high value on a multicultural and positive work environment. The OIE is an equal opportunity employer and welcomes applications of all qualified candidates, irrespective of their ethnic origin, gender, opinions or beliefs. Expected starting date **as soon as possible**.

If you are interested in the position, please complete your application online by **8 January 2019 at noon** (Paris local time) at the latest by clicking on the link below.

Should you have any questions, please contact Human Resources at hr.dept@oie.int.

Vacancy Announcement

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