# Vacancy Announcement

**Position title:** Administrative Assistant with cross-functional skills  
OIE Sub-Regional Representation, Brussels, Belgium

**Salary:** 2 700 Euros gross / month

**Duration:** One (1) year, renewable

## Context

The World Organisation for Animal Health (OIE) is the intergovernmental organisation responsible for improving animal health, veterinary public health and animal welfare worldwide, as well as for ensuring transparency of the global animal disease situation. The standards it develops for the trade of live animals and products of animal origin are recognized by the World Trade Organization as reference international sanitary rules ([http://oie.int](http://oie.int)).

The OIE, then known as the « Office international des épizooties », was created in 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 71 international and regional organisations.

The OIE Sub-Regional Representation based in Brussels (SRR-Brussels) was created in 2007 and is one of the three OIE regional Offices in Europe, together with the OIE regional Representation based in Moscow and the sub-regional Representation based in Astana.

## Positioning and reporting

Under the authority of the Director General of the OIE and the direct supervision of the OIE Sub-Regional Representative.

## Job purpose

The Administrative Assistant contributes to the delivery of the Working Programme of the SRR-Brussels, in line with the OIE Sixth Strategic Plan, by providing support to the daily administrative running of the team and liaising with the Administrative Assistants in Moscow and Astana Offices as well as the relevant departments in the OIE headquarters to guarantee the smooth coordination of activities within the region. The Administrative Assistant is also in charge of providing logistical support to the organisation and coordination of events of the SRR-Brussels and contributes to the communication and accounting duties in the SRR-Brussels.

## Missions and activities

### Provide general administrative support to the SRR-Brussels
- Assist the SRR-Brussels staff with all professional administrative procedures including processing requests for visas, addressing diplomatic papers and procedures, etc.;
- Assist the SRR-Brussels staff with all travelling procedures: mission orders, flight tickets, booking of hotels, processing of expenses claims, etc.;
- Assist with the daily functioning of the SRR-Brussels (purchase and delivery of stationary; printer maintenance; general office maintenance);
- Draft, manage and archive incoming and outgoing correspondence ensuring that appropriate follow-up actions are taken;
- Manage filing and archiving of administrative and technical documents and update registers regularly, maintaining a proper and systematic archive system.

### Provide support for the logistic and financial management of OIE regional meetings
- Coordinate the logistic preparation and organisation of events, including participating in the drafting of concept notes and other documents necessary for the OIE headquarters, the logistic management and follow-up with the host country and the participants, the set up at the venue, etc.;
- Assist in the preparation, formatting, reproduction and packing of working documents and material;
- Assist in the financial preparation and arrangements including DSA (daily subsistence allowance) calculations and, when present at the meeting venue, distribution of DSA, collecting supporting documents from the participants (claim, ticket stubs, itinerary, passport copy, etc.), etc.

### Contribute actively to the SRR-Brussels Communication duties
- Maintain the content of the OIE regional Website and associated webpages (e.g. the OIE Platform on Animal welfare for Europe and the GF-TADs for Europe);
- Provide inputs for publication materials, both internal – such as the OIE Platform newsletter – and hosted by partners, to effectively communicate on all OIE SRR-Brussels activities;
- Assist in preparing SRR-Brussels annual reports, specific activity/initiative reports and presentations (PPT); this notably includes the collection of relevant background information;
- Draft, proofread, edit and format English working documents, presentations, and reports produced by the SRR-Brussels.

**Provide accounting support to the SRR-Brussels**
- Monitor budget and financial expenditures of the SRR-Brussels and their conformity to the work-plan; prepare quarterly accounting Report of the SRR-Brussels to be delivered to OIE Financial Direction at Headquarters;
- Liaise with OIE Financial Direction at OIE Headquarters on financial and administrative matters and ensure that all administrative and financial transactions are properly carried out according to the OIE internal requirements and procedures.

**Perform other duties as determined by the OIE sub-regional Representative.**

### Qualifications and Experience

#### Qualifications
- Under or graduate degree in public or business administration, languages, journalism or media, public health, political sciences or other related area;
- At least 5 years of successful professional experience.

#### Requirements

**Technical skills**
- High fluency in written and spoken English is a critical requirement; other languages are regarded as an asset;
- Proven writing, proofreading and editing skills in English;
- Computer literacy in a Microsoft environment (Word, Excel, Power Point, Outlook) is essential;
- Ability to write in a clear and concise manner and to communicate effectively orally;
- Ability to manage processes and maintain accurate records.

**Interpersonal skills**
- Autonomy and ability to work independently, with initiative capacities;
- Effective organisational skills and ability to handle work in an efficient and timely manner;
- Ability to coordinate tasks to meet deadlines;
- Good interpersonal skills;
- Ability to work in a multi-cultural environment with sensitivity and respect for diversity;
- Ability to develop and maintain effective work relationships with counterparts.

### Working conditions

This post requires long hours in a seated position at a computer. The assistant is requested to work 8 hours per day, five days a week. Travels abroad, in Europe, to support the preparation and holding of regional events are expected.

### 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. This is a full-time position based at the OIE Sub-Regional Representation in Brussels (Belgium) that is available immediately.

If you are interested in the position, please complete your application online by clicking on the link below by 25 March 2019 at the latest.

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