

Vacancy announcement

Position title: Secretary - Regional Representation for the Americas, Buenos Aires, Argentina

Salary: 1300 American Dollars per month.

Duration: one (1) year, renewable

Responsibilities:

Under the direct supervision of the OIE Regional Representative for the Americas, the incumbent shall be responsible for:

- General administration of the operation of the office;
- Management of accounting in general;
- Handling of the office petty cash and bank accounts;
- Supervision of some SRR tasks, such as accounting documents and workshops jointly with the SRR Secretary.

In particular, the official shall execute the following duties:

- Management of the agenda of the Regional Representative and office staff;
- Preparation of travel requirements of the Regional Representative, such as itinerary, hotel reservations, visa, transportation, appointments and other;
- Perform the accounting aspects, such as general purchases, payments of everything necessary for the operation of the Office of the Regional Representation;
- Knowledge of bank process, documentation and working plan;
- Perform jointly with the Regional Representative the Annual Budget of the Regional and Sub Regional Office of the Americas;
- Manage incoming and outgoing correspondence;
- File management;
- Process the mission requests of the Representative and of the staff of the RRA for approval to Headquarters;
- Processing the holiday requests and permissions of the staff of the RRA office;
- Organize the Seminars, workshops and conferences, or other events when the Regional Representative so indicates;
- Management of the budget of the Events of the office;
- Collaborate with the report of meetings and visits of the staff of the RRA office;
- Collaborate with information, suggestions for improvement within the RRA office;
- Maintain communication with the headquarters finance department;
- On request of the OIE Regional Representative, perform same administrative tasks for the SRR office;
- Other office tasks;
- Perform other duties as determined by the OIE Regional Representative (travels in the region may be involved).

Finally, the Director General may, when necessary, assign to the incumbent any other duties within his or her area of competence.

Qualifications:

Secretarial Degree, Degree in business administration and/ or equivalent professional experience.

Excellent command of Spanish and English both oral and written. Proficiency of other languages like French or Portuguese would be an asset.

Proficiency in desktop software including Word, Excel, Outlook, Smartsheet. Good knowledge of the Internet, including software for updating web pages.

Competencies:

- Experience in accounting (money handling);
- Experience in organizing and managing meetings;
- Demonstrated effective organisational skills and ability to handle work in an efficient and timely manner;
- Demonstrated ability to meet deadlines and priorities;
- Demonstrated ability to work independently and to maintain flexibility in working hours;
- Good interpersonal skills; demonstrated ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Demonstrated ability to develop and maintain effective work relationships with counterparts;
- Demonstrated ability to write in a clear and concise manner and to communicate effectively orally;
- Demonstrated ability to follow instructions.
- References for equivalent positions in organizations, administrations or companies with an international activity would be an asset.

OTHER:

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 as an international civil servant based at the OIE Regional Representation based in Buenos Aires (Argentina) that is available from 12 June 2017.

A cover letter identifying how, you as the potential candidate, meet the qualifications, experience and skills listed above along with a supporting CV should be addressed to the attention of the Human Resources (hr.dept@oie.int), copy to the OIE Regional Representative for the Americas (l.barcos@oie.int) before 26 May 2017.