

Vacancy Announcement

Position Title: Executive Assistant

Salary: 2 200 euros/month + benefits (salary exempt of French income tax, bonus at the end of the year)

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 is in charge of improving animal health, veterinary public health and animal welfare worldwide, as well as transparency of the global animal disease situation.

The OIE maintains permanent relations with over 70 international and regional Organisations and has 12 regional offices around the globe.

Job purpose

You will be responsible for assisting the Deputy Directors General (DDGs) in their daily activities and liaising with the rest of the Organisation and external parties to guarantee the smooth coordination of activities, as well as to prioritize requests and solicitations to ensure the best use of the DDGs' time. You will also be in charge of providing logistical support and/or coordinating meetings in which they participate.

Positioning and reporting

Under the authority and supervision of the Deputy Director in charge of Institutional Affairs and Regional Activities and the Deputy Director General in charge of International Standards and Science.

Responsibilities:

Provide personal support to the Deputy Directors General

- Take and orient phone calls to the DDGs;
- Draft, manage and archive incoming and outgoing correspondence;
- Manage the agenda of the DDGs;
- Liaise with the internal travel coordinators to prepare travel information for the DDGs such as itinerary, hotel reservations, visa, transportation, appointments and other;
- Manage office supplies for the DDGs.

Provide general administrative support to the Directorate

- Draft and/or manage administrative documents in respect of the relevant visual identity and standards;
- Proofread and format administrative, institutional and technical documents;
- Ensure the administrative processing of the official nomination of New Delegates and accession of Member Countries;
- Manage filing and archiving of administrative, institutional and technical documents and update registers regularly;
- Provide and update information contents, including the contacts database and OIE webpages as needed;
- Work in a tandem with the Executive Assistant of the Director General assistant to ensure continuity of service;
- Participate in the review and improvement of processes within the team of Executive Assistants;
- Provide occasional administrative support to the Legal Affairs and Partnerships Unit.

Assist in the logistical management of meetings, missions or events with the participation of the DDGs

- Liaise with the relevant parties (OIE Departments and Units, Regional Representations, OIE Delegates...);
- Coordinate the logistic organisation of meetings, including invitation preparation and follow-up, room-booking...;
- Assist in the preparation and formatting of working documents necessary to participants;
- Participate in the collect and drafting of meeting outcome reports.

Provide support to the preparation of technical and institutional documents

- Draft, format and prepare meeting reports;
- Provide updated dashboards of activities as required;
- Draft and format presentations, working documents and background papers;
- Oversee and/or participate to the translation of documents, and ensure quality control of external translations.

Qualifications and Experience:

- Undergraduate degree in humanities OR degree in administrative support;
- At least 5 years of experience in executive and administrative assistant positions with international exposure;
- Experience in a diplomatic setting would be an asset.

Technical skills:

- Excellent computer skills in a Microsoft Windows environment (Word, Excel, PowerPoint, Outlook) and knowledge of Adobe Acrobat;
- Excellent proofreading and editing skills;
- Excellent command of English, both written and oral;
- Excellent command of a second OIE official language (French or Spanish), both written and oral;
- Knowledge of the third OIE official language (Spanish or French) will be considered an asset.

Soft skills:

- Excellent organisational skills;
- Attention to detail and accuracy;
- Excellent situational awareness, initiative and capacity to prioritise;
- High sense of confidentiality;
- Excellent interpersonal and communication skills;
- Capacity to work in a team within a multicultural environment.

Working conditions

Long hours in a seated position at a computer.

Periodic overtime in preparation of institutional events.

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 Headquarters in Paris (France) that is available immediately.

If you are interested in the position, please complete your application online **by 27 April 2018 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.

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