

**Trilingual Administrative Assistant
OIE Sub-Regional Representation for GCC and Yemen**

Duration: Two (2) years – 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 recognised by the World Trade Organization as reference international sanitary rules www.oie.int.

The OIE, then known as the « *Office internationale des épizooties* », was created on 25 January 1924. Its Headquarters are based in Paris. It comprises 182 Member Countries and is present on all continents through 13 Representations. The OIE maintains permanent relations with over 71 international and regional organisations.

The OIE Sub-Regional Representation in Abu Dhabi, based in Abu Dhabi, United Arab Emirates, provides regionally adapted services to mainly 7 countries (Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates and Yemen) from within the 20 OIE Members in the Middle East region so that they may enhance the capacity of national Veterinary Services to implement the OIE standards and guidelines for securing animal health and welfare.

Positioning and reporting

Under the authority of the OIE Director General and immediate supervision of the OIE Sub-Regional Representative in Abu Dhabi, and in close collaboration with other officers in the OIE Sub-Regional Representation in Abu Dhabi.

Job purpose

The Administrative Assistant supports the daily administrative and clerical running of the Representation, liaising with the rest of the Organisation and external parties to guarantee the smooth coordination of activities. He/she contributes to the coordination of the information flow within the team and provides guidance on administrative processes. The Administrative Assistant is also in charge of providing logistical support to the organisation and coordination of meetings and/or events managed by the Representation

Missions and activities

Provide general administrative support to the activities of the Representation:

- Provide guidance to the team regarding administrative processes
- Support the planning and follow-up of the activities and provide updated dashboards as required
- Participate in the review and improvement of processes within the team and its coordination with Headquarters;
- Provide and update information contents for the team, including the contacts database and submissions to OIE webpages as needed management of the Regional Website (including uploading/removing contents) under the direction of technical staff;
- Manage filing, scanning, and archiving of administrative and technical documents, sort mail and update registers regularly.
- Draft, format, proofread, prioritise and archive incoming and outgoing correspondence and take and orient phone calls;
- Manage the stationary supplies and stock for the team.

Assist in the logistical management of events

- Follow-up and update the schedule of events for the Region;
- Booking and calendar management and providing real-time scheduling support to prevent conflicts.
- Liaise with the relevant parties including staff at Headquarters and in the regions, Delegates, experts etc.;
- Coordinate the logistic organisation of meetings and events, including coordination of invitations, documents, room-booking and equipment preparation;

- Provide assistance to participants, including arrangement of air tickets, accommodation, guidance, payment of travel expenses etc.
- Manage catering service providers from ordering to delivery and invoicing;
- Participate in the collection and drafting of meeting outcome reports.

Provide support to the preparation of technical documents

- Proofread and edit working documents, letters, and reports;
- Format, prepare and circulate meeting or mission reports;
- Format presentations, working documents and background papers;
- Oversee and/or participate to the translation of letters, reports and other relevant documents and ensure quality control of external translations.

Qualifications and Experience

Qualifications

- Junior college graduate or higher
- At least 2 years of professional experience in administrative assistance
- Postgraduate diploma will be considered an asset,
- Degree in veterinary medicine or medicine will be considered an asset

Requirements

Technical skills

- Strong computer skills in a Microsoft environment, including Word, Excel, PowerPoint, and Outlook, as well as a good knowledge of Adobe Acrobat
- Excellent proofreading and editing skills
- Good written and verbal communication skills in English
- Excellent command of Arabic, both written and spoken

Additional skills

- Experience with web content management (standard CMS such as WordPress)

Interpersonal skills

- Fluent in Arabic, English, and French languages (speaking, reading and writing)
- Friendly and professional demeanour
- Excellent communication skills
- Accuracy and attention to details
- Willingness and ability to work in a multi-cultural environment with sensitivity and respect for diversity
- Proven effective organisational skills and ability to handle work in an efficient and timely manner, defining priorities and meeting deadlines.
- Problem-solving and creative capabilities in suggesting alternatives.

Working conditions

The position is based at the OIE Regional Representation in Abu Dhabi (United Arab Emirates). 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.

OIE staff members are international civil servants under the authority of the Director General. They may be assigned to any activity or department of the Organisation.

Women are encouraged to apply.

This is a full-time position at the OIE Regional Representation in Abu Dhabi (United Arab Emirates) that is available from _____ 2020.

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

[APPLY HERE](#)