

**INTERNATIONAL LABOUR ORGANIZATION**

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| **Title:** | **Senior Secretary to the Director** |
| **Grade:** | **GS6 – local recruitment** |
| **Contract type:** | **Fixed-Term Appointment** |
| **Source of funding** | **Regular Budget** |
| **Application deadline:** | **28 August 2017** |
| **Organization Unit:** | **DWT/CO-Moscow** |
| **Duty Station:** | **Moscow, Russian Federation** |

**Introduction**

The position is located in the ILO Decent Work Technical Support Team and Country Office for Eastern Europe and Central Asia (DWT/CO-Moscow). DWT/CO-Moscow provides overall technical support for the preparation, implementation, monitoring and evaluation of Decent Work Country Programmes in Azerbaijan, Armenia, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Russian Federation, Tajikistan, Turkmenistan and Uzbekistan.

The position is responsible for providing senior-level secretarial and administrative support to the Director of DWT/CO-Moscow.

The position reports to the Director of DWT/CO-Moscow.

**Generic duties:**

1. Arrange appointments and maintain the supervisor’s calendar. Receive visitors, place and screen telephone calls, and answer queries with discretion.
2. Search for and prepare briefing materials for the supervisor for use on official trips, special meetings and for action. Collect, solicit and coordinate briefing materials for the supervisor’s missions and meetings, ensuring that submission timetables are adhered to. Select and make pertinent abstracts and undertake searches for information.
3. Arrange meetings with high-ranking officials and arrange official receptions.
4. Participate in the organization and preparation of staff or special meetings, and take minutes and/or notes. Make all important arrangements and facilities for conducting workshops and seminars.
5. Prepare informal translations, and may act as interpreter.
6. Receive, screen, log and route correspondence, attach necessary background information, maintain follow-up system, and draw the attention of the supervisor to matters requiring immediate and/or personal attention. Open, record and re-direct confidential mail.
7. Coordinate the secretarial services of the office, distribute special assignments to other secretaries, and check and correct correspondence prepared by other staff for the supervisor’s signature. Brief and train new secretaries and give guidance to other secretaries on office procedures.
8. Provide office management and administrative support services to other professional staff, when necessary.
9. Draft non-substantive correspondence and ensure follow-up.
10. Take and transcribe dictation on a variety of subject matters, ensuring that spelling, punctuation and format are correct. Type correspondence, documents, reports, etc., some of which are highly confidential.
11. Maintain policy, confidential, leave records, personnel and general management files.
12. Maintain contacts with officials in government offices, ministries, workers’ and employers’ organizations and UN agencies, and update relevant lists.
13. Make travel arrangements for the supervisor and perform liaison duties with other units.
14. Perform other duties as assigned by the supervisor or the officer-in-charge including ensuring that required faxes, email, pouch and express mail are sent and that information on web sites is updated.

**Specific duties**

1. Liaise with the relevant Ministries and representatives of constituent organizations to coordinate the Director’s appointments.
2. Set standards and develop guidelines for official correspondence. Review and clear all correspondence for Director’s signature.
3. Solicit applications for entry visas, registration and accreditation of the ILO Moscow staff and their families, apply for entry visas for the ILO officials and experts going on mission to the Russian Federation as needed.
4. Ensure proper filing of mission reports of the Director and professional staff of the Office. Keep record of staff missions, update and circulate missions/leaves/holidays table.
5. Supervise, train and provide guidance to support staff, which includes coordinating the work of the driver. Brief staff, experts and/or consultants on administrative procedures.

**Education:** Completion of secondary school education and secretarial training. Successful completion of the typing and standard office computer applications test is compulsory.

**Experience:** Six to seven years of secretarial experience, and formal secretarial training.

**Languages:** Excellent knowledge of English and Russian.

**Competencies:** Proven ability to use word processing software and email. Ability to use other software packages required by the work unit. Proven shorthand and typing abilities. Thorough knowledge of secretarial practices and procedures, and good knowledge of administrative procedures and practices. Thorough knowledge of modern office procedures, and computer software packages required for work. Knowledge of in-house procedures for the preparation of documents and administrative forms, and for the creation and maintenance of filing systems. Knowledge of protocol. Knowledge of procedures governing missions and other official travel. Good knowledge of the work of the office, and the work carried out in other work units. Proven ability to draft non-routine correspondence and to ensure correct spelling, grammar and punctuation. Proven ability to take minutes of meetings. Ability to reply in an appropriate manner to telephone and in-person inquiries. Ability to work well with colleagues. Good organizational skills. Ability to evaluate correspondence and inquiries for best course of action. Ability to obtain services from other work units inside or outside the office for completion of tasks. Ability to search and retrieve information from databases and compile reports. Ability to respond to requests from high-ranking officials, and to deal with high-level visitors with tact and diplomacy. Ability to determine relevant background and reference materials for others, to screen requests for urgency and priority, and to respond to requests requiring input from various sources. Ability to deal with confidential matters with discretion. Supervisory skills. Discernment. Excellent time management skills. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory attitudes and behaviour.

APPLICANTS WILL BE CONTACTED DIRECTLY ONLY IF SELECTED FOR A WRITTEN TEST AND/OR AN INTERVIEW

CONDITIONS OF EMPLOYMENT

**Grade: GS6**

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| |  |  |  | | --- | --- | --- | | **Salary per annum** | | **Russian Rouble** | | Salary | Minimum | 1,234,392 | | rising to | Maximum | 1,789,872 | |

Please note that the above salary levels are determined according to the criteria established by the International Civil Service Commission. The ILO is international public sector employer and salary and other employment conditions are not negotiable.

Other allowances and benefits subject to specific terms of appointment:

· Children's allowance (Russian Rouble 35,468 net per annum per child subject to a maximum of six children);

· Pension and Health Insurance schemes;

· 30 working days' annual leave;

**Recruitment is normally made at the initial step in the grade.**

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**TO APPLY**

1) go to https://erecruit.ilo.org/public/index.asp

2) click on “Not registered? Registered here”

3) complete this page

4) click on “Submit this registration”

5) an e-mail confirming your registration will be sent to you

6) upon receipt, you can continue to complete the following pages of your CV

7) **please print all pages of the CV in pdf and send a pdf file to** [**applicationsmoscow@ilo.org**](mailto:applicationsmoscow@ilo.org) **indicating the title of the vacancy “Senior Secretary to the Director” in the subject of your email.**

8) In the email, please indicate how you have learned of this job opportunity

APPLICATIONS SHALL BE SUBMITTED IN ENGLSIH

IN CASE OF QUESTIONS, PLEASE WRITE TO [**applicationsmoscow@ilo.org**](mailto:applicationsmoscow@ilo.org)

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The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.

Depending on the location and availability of candidates, assessors and interview panel members, the ILO may use communication technologies such as Skype, Video or teleconference, e-mail, etc for the assessment and evaluation of candidates at the different stages of the recruitment process, including assessment centres, technical tests or interviews.



ILO has a smoke-free environment