



**PA TO DIRECTOR GENERAL / GENERAL SERVICE ASSISTANT  
ADMINISTRATIVE DEPARTMENT**

**Vacancy number: IMSO 19-02**

<p><b>Date of Issue:</b> 12 June 2019</p> <p><b>Deadline for applications:</b> 12 July 2019</p> <p><b>Entry on duty:</b> As soon as possible</p> <p><b>Rate of pay:</b> £1,924.75 per month (free of income tax in the UK)</p>
<p><b>Contract information:</b> This is a short-term assignment, for up to 3 months with the possibility of further extensions. Applicants must have legal eligibility to live and work in the UK at the time of applying.</p>
<p><b>Purpose of the Post</b> Under the direct supervision of the Director General and guidance of the Head of Administrative Services, the incumbent will carry out specific secretarial and administrative duties to support the work of the office, as assigned. For a detailed job description, please refer to page 2.</p>
<p><b>Required competencies</b></p> <ul style="list-style-type: none"> <li>a) Strong organizational capabilities and initiative to adapt to a broad range of tasks.</li> <li>b) Advanced knowledge of English.</li> <li>c) Proactive and reliable approach, with demonstrated ability to organize and prioritize workloads and to work under pressure to tight deadlines.</li> <li>d) Ability to adapt to a broad range of tasks with a solutions-oriented approach.</li> <li>e) Punctuality, tact and ability to maintain confidentiality and deal tactfully in all situations and interactions.</li> <li>f) High degree of initiative, thoroughness and meticulous attention to detail, ensuring accuracy of output.</li> </ul>
<p><b>Professional experience</b> Experience in secretarial or administrative work and experience within an international organization would be an advantage.</p>
<p><b>Education</b> Completion of secondary education or equivalent to university entrance standard; higher education would be an asset.</p>
<p><b>Language Skills</b> Complete proficiency in English. Working knowledge of any other UN languages would be an asset.</p>
<p><b>Other Skills</b> Excellent computer skills and high level of proficiency in Microsoft Office packages (in particular Excel and Word) are required. Good numerical, proof reading skills and drafting capability. Working knowledge of M-Files, and/or Sage or similar platform as well as a full UK driving licence would be an advantage.</p>
<p><b>How to apply</b> Applications must include an up-to-date <a href="#">Personal History Form</a>, which can be downloaded from our website (<a href="http://www.imso.org/Public/Home/Vacancies">http://www.imso.org/Public/Home/Vacancies</a>) and must be accompanied by a cover letter stating your reasons for applying and mention any experience relevant to the post. Applications should be sent to the following email address: <a href="mailto:recruitment@imso.org">recruitment@imso.org</a>. Only applications submitted via email will be accepted.</p> <p style="text-align: center;">Please state reference <b>IMSO 19-01</b> as well as the title of the post in the subject line.</p> <p style="text-align: center;">Your application will be acknowledged <b>only</b> in the case that you are shortlisted for an interview. Candidates may be tested in all relevant areas.</p>

## MAIN DUTIES AND RESPONSIBILITIES

Successful candidates would be asked to provide broad administrative support, duties of which include:

- 1 Coordinate and track meetings and appointments for the Director General; organize related travel arrangements and visas; research relevant information and prepare background files for meetings as necessary.
  - 2 Coordinate travel and visa arrangements, in consultation with the implementing officers, as well as liaising with internal or external stakeholders on related matters such as accommodation, security clearance, meet and greet, etc.
  - 3 Prepare and maintain Director General's calendar and a general calendar of meetings and events and advise the relevant officers of all forthcoming meetings, commitments and appointments providing well-researched files with relevant background information, drawing attention to particular issues related to the IMSO's work as appropriate.
  - 4 Organize and maintain the filing system including all confidential files, administrative and finance-related files, project files and other files as appropriate.
  - 5 Liaise with multiple stakeholders within and outside the Organization.
  - 6 Assist in the preparation of meetings, including meeting room booking procedures and other internal logistical procedures to ensure effective preparation for a meeting
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  - 8 Provide secretarial support for IMSO meetings, prepare and update meeting documents; assist in the preparation of meeting files; draft reports and briefs, including the preparation of tables, graphs, spreadsheets and presentations as necessary.
  - 9 Proofread and monitor quality and uniformity of correspondence and where necessary edit all correspondence, documentation and reports to ensure an excellent standard of language, grammar and spelling as well as presentation, in conformity with established IMSO practices.
  - 10 Assist in preparation of the events and prepare relevant press releases.
  - 11 Perform any other related duties, as may be required.
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