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Executive Assistant (G.6), Office of the Director General

Vacancy Announcement: IMSO 23-02	Entry on duty: As soon as possible
Date of Issue: 12 May 2023	Salary Information: £36,934 net per annum. Salary is free of income tax in the United Kingdom.
Deadline for applications: 31 May 2023	

Contract information: Fixed term for two years (first 6 months are probationary) with the possibility of further extension, subject to satisfactory performance. Applicants are required to have the right to work in the United Kingdom.

For this position candidates are expected to be immediately available or have a short-notice period.

Purpose of the post

Under the direct supervision of the Director General or any other officer appointed by the Director General, 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.

Required competencies

1. Strong organisational capabilities and initiative to adapt to a broad range of tasks.
2. Advanced knowledge of written and spoken English and ability to draft high quality and accurate documentation.
3. Proactive and reliable approach, with demonstrated ability to organize and prioritize workloads and to work under pressure to tight deadlines.
4. Ability to adapt to a broad range of tasks with a solutions-oriented approach.
5. Punctuality, tact and ability to maintain confidentiality and deal tactfully in all situations and interactions.
6. High degree of initiative, thoroughness and meticulous attention to details, ensuring accuracy of output.

Professional experience

At least four years experience in relevant secretarial roles or administrative support functions. Experience within an international organisation would be an advantage.

Education

Completion of secondary education or equivalent to university entrance standard; higher education would be an asset.

Language skills

Complete proficiency in English. Working knowledge of any other UN languages would be an asset.

Other skills

Excellent computer skills and high level of proficiency in Microsoft Office packages (in particular Excel and Word) are required. Good numerical, proofreading skills and drafting capability.

How to apply

Applications must include a cover letter stating the reasons for applying and relevant experience for the post and must be accompanied by an up-to-date Personal History Form (available to download from IMSO's website - <https://imso.org/vacancies-at-imso/>). Applications should be sent to the following email address: recruitment@imso.org. Only applications submitted via email will be accepted.

Please state reference **IMSO 23-02** as well as the title of the post in the subject line.
Your application will be acknowledged **only** in the case that you are shortlisted for an interview.
Candidates may be tested in all relevant areas.

MAIN DUTIES AND RESPONSIBILITIES

Under the direct supervision and guidance of the Director General or any other officer appointed by the Director General, the successful candidate would be required to provide broad administrative support, duties of which include:

1. Coordinate and track meetings and appointments for the Director General, organise and coordinate related travel arrangements (accommodation, visa, security clearance, meet and greet, etc.).
 2. Prepare and maintain Director General's calendar and a general calendar of meetings and events and advise the Director General of all forthcoming meetings, commitments and appointments providing well-researched briefing notes with relevant background information, drawing attention to particular issues related to the IMSO's work as appropriate.
 3. Organise and maintain the filing system including all confidential files, administrative and finance-related files, project files and other files as appropriate.
 4. Liaise with multiple stakeholders within and outside the Organization, maintain a solid professional network and stay up-to-date with the latest developments in the Organization's mandate and mission.
 5. Assist in preparation of meetings (room booking and other internal logistical procedures), research relevant information and prepare background files for meetings as necessary (including the preparation of tables, graphs, spreadsheets and presentations as necessary), draft minutes and reports.
 6. Provide secretarial support for IMSO meetings, assist in the preparation and the update of IMSO meeting documents, reports and briefs.
 7. 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.
 8. Assist in preparation of events and prepare relevant press releases.
 9. Perform any other related duties, as may be required by the Director General or any other officer appointed by the Director General.
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