



Vacancy Notice No: IARC/16/FT113

Date: 12 February 2016

Title: Clerk/Secretary - Local recruitment

Application Deadline: 3 March 2016

Grade: G3

Duty Station: Lyons, France

Contract type: Fixed-term Appointment

Organization unit: IARC (IARC)

Section of Support to Research (SSR)/Human Resources Office (HRO)/Central Secretarial Services (CSS)

Duration of contract: Two years - Extra-budgetary position established for a limited duration of two years. Any extension subject to availability of extra-budgetary funding.

OBJECTIVES OF THE PROGRAMME :

Within the Human Resources Office (HRO), the Central Secretarial Services (CSS) provides temporary clerical/secretarial assistance throughout the Agency during extended absence of administrative support staff in a Section/Group or to assist a Section/Group during a period of heavy workload.

Description of duties:

The incumbent provides temporary clerical and secretarial assistance within the assigned Section/Group. The duties and responsibilities include one or more of the following:

- 1.To provide clerical support to staff members within the Section/Group for the organization of one or more of the following: meetings, workshops, seminars, as well as photocopying documents, preparing briefing files and collecting documentation from various sources.
- 2.To type administrative and technical correspondence, including scientific documents. To format documents, tables and reports from plain and corrected copies, dictating machine, forms, handwritten or rough drafts and printed matter. To review and correct style, spelling and presentation in line with WHO/IARC style.
- 3.To maintain correspondence logs, and update manuals, files and simple office records.
- 4.To answer telephone calls, responding to routine queries and/or forwarding such to the appropriate staff members, as necessary.
- 5.Using on-line systems, to assist with the preparation of travel authorizations, flight and hotel reservations.
- 6.As requested and/or instructed, to obtain documents and information from Section/Group staff, and from other programmes and agencies/institutions, and disseminate such information as required.
- 7.To maintain, in close collaboration with colleagues, a comprehensive filing system for all documents, reports, presentations and other materials related to meetings, seminars and workshops and other areas of work, including related lists to facilitate searches.
- 8.During meetings, workshops, seminars and other, to provide assistance and backup to colleagues in the Section/Group.
- 9.To perform other related duties as required or instructed, including providing secretarial support to other areas of work and Groups or Sections as necessary.

Education:

Graduation from secondary school or equivalent, supplemented by administrative, secretarial or commercial training recognized by a diploma (BTS or equivalent), as well as training in standard office software such as MS Word, Excel, Power Point, Internet Explorer, etc...

Skills:

Good knowledge of or ability to quickly acquire knowledge of WHO/IARC rules and regulations, procedures and practices as related to general secretarial matters (e.g. WHO and IARC Manual and Handbook).

Good organizational and interpersonal skills with ability to interact professionally and effectively with staff and visitors at all levels in an international environment.

Ability to communicate efficiently and with courtesy in English and/or French with the ability to understand/speak in the other language.

Tact, discretion and sensitivity to cultural differences.

Capacity and willingness to work as a member of a team, in a proactive manner, under pressure when necessary.

Experience:

At least two years' experience in administrative/office work using modern office technologies.

Some experience in the organization of meetings would be an asset.

Languages:

Excellent knowledge of English or French with good working knowledge of the other. Ability to draft simple correspondence in both languages.

Additional Information:

This recruitment is restricted to candidates residing at the time of submitting their application, within a maximum distance of 50 km from Lyon.

Only candidates under serious consideration will be contacted for test and interview.

Annual salary: Euros 31716, net of tax (but before deduction of the employee share of social security contributions applicable at IARC).

This vacancy is open to applicants of either sex.

WHO/IARC has its own Staff Health Insurance and Pension plans and is not part of the French Social Security system ("Sécurité Sociale"), the French Pension system or the French unemployment benefit agency("Pôle-Emploi").

This vacancy notice may be used to fill other similar positions at the same grade level.

Online applications are strongly encouraged to enable WHO to store your profile in a permanent database. Please visit WHO's e-Recruitment website at: www.who.int/employment. The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.

WHO is committed to workforce diversity.

Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual. Only candidates under serious consideration will be contacted.



IARC has a smoke-free environment and does not recruit smokers or users of any form of tobacco.