Vacancy announcement number: G.S. 20-01  
Admin Number: ADM/20/07  
Post number: 50003167  
Contract Information: The first year of contract will be probationary, with the possibility of extension subject to satisfactory performance.  
*This post is limited to local status only*

**Purpose of the post**

Under the immediate supervision of the Head, Africa Section, the incumbent will provide secretarial and administrative assistance to the Section as required, and perform other administrative duties, as may be assigned.

For a detailed job description, please refer to page 2.

**Required competencies**

- a) Ability to prioritise tasks, manage time efficiently to meet deadlines.
- b) High degree of initiative, accuracy and attention to detail, ability to work quickly and effectively with minimum supervision.
- c) Ability to adapt to a broad range of tasks and work under pressure to tight deadlines or at short notice.
- d) Good interpersonal skills and ability to work in a multicultural environment with sensitivity and respect for diversity and opinions.
- e) Ability to interact harmoniously with staff at all levels and to work effectively in a team, within an international environment.
- f) Ability to maintain confidentiality and to deal tactfully in all situations and interactions.
- g) Excellent oral and written communication skills.

**Professional experience**

At least five years’ professional experience in secretarial or administrative work, preferably within the UN system. Similar support experience in another international organization would be an advantage.

**Education**

Good secondary education. Formal secretarial training with suitable qualification will be an advantage.

**Language skills**

Proficiency in English, French and/or Arabic and ability to draft clearly and concisely in both languages is essential.

**Other skills**

Excellent computer skills (MS Office applications) are essential. Proficiency in SAP and any experience with database management and project implementation would be an asset.

**How to apply**

Applications must include a cover letter stating the reasons for applying and relevant experience to the post and must be accompanied by an up to date Personal History Form (also available from our website www.imo.org). Applications should be sent to the following email address: recruitment@imo.org. Only applications submitted via email will be accepted.

Please state **G.S.20-01** as well as the title of the post in the subject line.

Your application will be acknowledged **only** for shortlisted candidates.

Shortlisted candidates will be tested in relevant areas.

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* Local status requires unhindered and complete eligibility to live and work in the United Kingdom.
MAIN DUTIES AND RESPONSIBILITIES

Technical Cooperation (TC) activities

1. Organizing, monitoring and tracking of all TC activities and missions, i.e. training courses, workshops, seminars and meetings, in accordance with established procedures, as follows, amongst others:

(a) follow-up on pending matters relating to Programme Implementation Documents (PIDs) and other technical cooperation activities carried out under approved programmes;

(b) draft routine correspondence in English, French and/or Arabic, including letters and communications with Focal Points in host countries, participants and their administrations, UNDP country offices regarding arrangements for participants' travel, in accordance with established procedures and maintain appropriate records;

(c) ensure that all administrative work involved in consultants' recruitment is carried out on time, including recruitment matters, monitor and manage the timely receipt of TC activities' reports from consultants, analysis and review of the collated information from evaluation questionnaires after TC activities to verify accuracy;

(d) collate information, prepare and upload lists of participants of TC activities in SAP;

(e) prepare and follow-up financial/administrative and travel arrangements through SAP in raising Purchase Requisitions for consultants' fees, publications and Framework Requisitions for group training, etc.; and

(f) provide continuing support to the TC activities implemented by the IMO Regional Coordinators in Africa and any potential implementing agent(s) in the regions.

Management and maintenance of intranet and web applications

2. Monitor, maintain and update the Sections' intranet and website regularly, as necessary.

3. Update regularly training activities undertaken in Africa in each Country Maritime Profile module, in GISIS.

4. Encourage Member States in Africa to submit requests for technical assistance through the Country Maritime Profile module in GISIS.

General administration

5. Draft routine correspondence in English, French and/or Arabic, including letters, facsimiles, electronic mail, memoranda, reports, statistics, etc.; prepare documents in English, French and/or Arabic; create and update documents and reports.

6. Prepare and proofread documents in English, French and/or Arabic, including meeting documents, mission reports, etc.; assist in preparing and updating of documents; occasionally prepare rough translations from English, French and/or Arabic (and vice versa) of documents.

7. Take notes and prepare minutes of meetings, as required.

8. Prepare briefs and documents for IMO meetings.
9 Research background material to support the drafting of reports and other documents.

10 Open new files, maintain and keep updated all filing systems (electronic and/or hard copies) for all activities of the Section, which should be readily available on request.

11 Propose and plan most cost-effective travel arrangements for the Head of Section and other officers, as required, in consultation with the Travel Unit.

12 Prepare files for meetings of Chiefs and Heads of Section and other officers' missions, collecting required data and assembling any relevant documentation.

13 Liaise with staff within the Division and other Divisions regarding duties and responsibilities of the Section.

14 Arrange appointments and welcome visitors to the Section or make alternative arrangements in the absence of the supervisor(s). Provide information on IMO for such visitors or for other persons making enquiries about the work of IMO for which the Section is responsible.

15 Provide general administrative back-up to the Section’ Programme Officers and Principal Programme Assistant.

16 Perform other related duties within the Division and replace other staff, as may be required.