



INTERNATIONAL COCOA ORGANIZATION

JOB DESCRIPTION FOR THE POST OF EXECUTIVE ASSISTANT

OFFICE OF THE EXECUTIVE DIRECTOR

A. Title

Executive Assistant

B. Grade

G-6/G-7 on the United Nations' General Service salary scale applicable to London

C. Contract

A full-time contract which, with satisfactory performance, will become permanent after five years. The probationary period will be one year.

D. Purpose of the post

To provide assistance to the Office of the Executive Director

E. Major duties and responsibilities

1. To provide assistance to the Office of the Executive Director in processing correspondence and documents; keeping records of appointments, making travel arrangements, etc. The Office of the Executive Director also supports the Director and other staff of the Economics and Statistics Division;

2. To assist in updating the website with information and documents and to maintain the internal database of contacts;
3. To assist in editing documents and checking translations as required;
4. To perform other duties which the Executive Director may assign.

F. Qualifications and experience required

- (a) A university degree, preferably in modern languages with training in secretarial practice.
- (b) Must be thoroughly conversant with Microsoft Professional Office programmes; knowledge of web maintenance would be desirable.
- (c) Good inter-personal skills.
- (d) English mother tongue and a sound knowledge of French and/or Spanish. Russian would be an advantage.
- (e) At least three years' previous experience as a Senior Secretary/Executive Assistant.