

**INTERAFRICAN COFFEE ORGANISATION (IACO)  
COTE D'IVOIRE**

**NOTICE FOR LOCAL STAFF RECRUITMENT**

Position Title	: <b>Administrative Assistant responsible for SG Special Secretariat</b>
Grade	: <b>S3</b>
Department	: <b>IACO General Secretariat (GS)</b>
Duty station	: <b>Abidjan, Côte d'Ivoire (West Africa)</b>
Duration of the fonction	: <b>Permanent</b>
Closing Date	: <b>28 February 2018....</b>

**DUTIES AND RESPONSIBILITIES**

Under the supervision of the Financial and Administrative Manager, the incumbent will be responsible for the following: \*

- Prepare the Organization and related bodies meetings and provide support to the Secretariat as required and liaise with Member State authorities, intergovernmental organizations and other interlocutors on issues relating to meetings of the Organization.
- Provide support to the Secretary General.
- Closely liaise with other Departments of the Secretariat: Economy, Research, Finance and Administration, Information Technology and Communication to ensure the Secretariat effective operation.
- Prepare meeting agendas, documents and meeting reports.
- Prepare and organize conferences, seminars and similar events,
- Serve as interpreter to the General Secretariat and coordinate interpretation services.
- Assist in the renegotiation of IACO Headquarters Agreement, including organizing working group meetings and preparation of documents.
- Any other tasks as entrusted by the Secretary General.

**QUALIFICATIONS AND EXPERIENCE**

- University degree in a relevant discipline (for example, public administration and business, international affairs, development studies or related field).
- Trained and experienced in translation and interpretation.
- Excellent communication skills in English and French, both spoken and written.
- Ability to establish and maintain good working relationships with staff and external contacts.

**SELECTION CRITERIA**

Applicants will be evaluated based on the following considerations:

To be a national of one of the 25 IACO member countries ;

- Knowledge and practice of ICT (word processing, database management, spreadsheets, power point, etc.)
- Minimum age required: 25 years.
- Able to work under pressure and with people of different nationalities and cultures

**REMUNERATION**

A competitive salary will be paid based on the experience and qualifications of the successful candidate.

**APPLICATIONS**

Applications with a comprehensive CV bearing the names and addresses of two referees should be sent to the General Secretariat of the Inter-African Coffee Organization (IACO) Post Office Box V 210 Abidjan, Côte d'Ivoire tel : + 225 20 21 61 31/85, fax : 225 290 21 62 12 Email : [sg@iaco-oiac.org](mailto:sg@iaco-oiac.org)