



The International Maritime Organization (IMO) is the specialised agency of the United Nations with responsibility for safety and security at sea and the prevention of marine pollution from ships.

Administrative Assistant Grade G.5

The International Maritime Organization is seeking a dynamic individual to perform the functions of Administrative Assistant within its Human Resources Services at the IMO Headquarters in London.

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| <p>Vacancy announcement number: G.S. 07-24 Admin/07/80 Type of appointment Ongoing; subject to review at the end of a probationary period. Recruitment for this vacancy is limited to local status only.</p> | <p>Date of Issue: 10 December 2007 Deadline for applications: 11 January 2008 Date for Entry on Duty: After 1 February 2008 Remuneration: £ 29,276.00 Gross amount per annum, plus excellent benefits, including medical insurance and UN pension scheme. For further benefits and entitlements, please click here.</p> |
| <p>Main responsibilities</p> <p>Under the overall supervision of the Head of the Human Resources Services and the immediate supervision of the HR Officer (Recruitment and Staff Development), the incumbent will assist with all administrative aspects of the selection and placement of staff for IMO including drafting of vacancy announcements, participation in the selection process and drafting of reports. The incumbent will also assist with all aspects of the administration of IMO's staff development programme including researching, planning and monitoring staff training courses and evaluating future training needs. The incumbent may be asked on occasion to perform other functions in the area of human resources. For further information on the duties of the post and qualifications, please click here.</p> | <p>Required competencies</p> <p>Must be able to work both independently and harmoniously with others.</p> <p>Ability to work under pressure, high degree of personal initiative and capacity to handle high volume of work.</p> <p>Tact and ability to deal with persons at all levels, both internally and externally.</p> <p>Willingness to perform additional duties than those specified and to work overtime if required.</p> <p>Punctuality, flexibility, reliability, attention to detail; discretion in dealing with confidential staff files and records absolutely essential.</p> |
| <p>Required qualifications</p> <p>Education Secondary education or equivalent (i.e. A-Level, Baccalauréat, Bachillerato, etc.).</p> <p>Languages Good knowledge of English^{**}; knowledge of other UN official languages an advantage.</p> <p>Experience Several years of relevant professional experience preferably within the UN system; previous experience in administrative/personnel work essential.</p> <p>Other skills Very good computer skills (MS Office^{**}, with particular emphasis on Excel). Very good drafting skills are also required. Experience with the use of SAP will be an asset.</p> | <p>How to apply</p> <p>This vacancy is open to male and female candidates.</p> <p>Applications must be accompanied by a cover letter stating the reasons for applying and relevant experience to the post and must be accompanied by a Personal History Form (available from our website www.imo.org) and should be sent to Mr. Berty Nayna at the following e-mail address: (bnayna@imo.org).</p> <p>Candidates may also send paper applications to: Human Resources Services International Maritime Organization 55, Victoria Street London SW1H 0EU</p> <p>Please do not send your applications via multiple routes. A response will only be sent to short-listed candidates. Only applicants possessing the relevant qualifications will be taken into consideration.</p> |

APPLICANTS SHOULD NOTE THAT IMO IS A NON-SMOKING ENVIRONMENT

^{**} Short-listed candidates will be tested in these areas.