



Organisation intergouvernementale pour les transports internationaux ferroviaires  
Zwischenstaatliche Organisation für den internationalen Eisenbahnverkehr  
Intergovernmental Organisation for International Carriage by Rail

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**Secrétaire général**  
**Generalsekretär**  
**Secretary General**

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## **CALL FOR APPLICATIONS**

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### **Management Assistant in OTIF's Administration and Finance Department**

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## MANAGEMENT ASSISTANT IN THE ADMINISTRATION AND FINANCE DEPARTMENT (100%)

### I. General framework

#### About OTIF

The Intergovernmental Organisation for International Carriage by Rail ([OTIF](#)) is based in Berne, Switzerland. The Organisation's aim is to promote, improve and facilitate, in all respects, international traffic by rail. The Convention concerning International Carriage by Rail ([COTIF](#)) is the fundamental text of OTIF.

OTIF currently consists of fifty one Member States, one regional economic integration organisation and one associate member.

The Organisation employs twenty people and has the following departments: Legal Department, Transport of Dangerous Goods Department, Technical Interoperability Department, Administration and Finance Department, Translation Department and Communications Department.

#### About the Administration and Finance Department

The Administration and Finance Department ensures the smooth running of the Secretariat and that the Member States receive an efficient service. This includes:

- organising sessions of and secretariat functions for OTIF's Administrative Committee (two sessions per year) and General Assembly (once every three years);
- managing OTIF's finances and headquarters, drafting and implementing OTIF's budget and calls for tenders and managing contracts for the provision of services;
- Managing human resources;
- IT support.

Since the entry into force of the Luxembourg Protocol, the department has been responsible for the Secretariat of the Supervisory Authority of the Luxembourg Protocol established on 8 March 2024. The Administration and Finance Department is also at the forefront of cross-cutting projects, such as the renovation of OTIF's headquarters and the temporary relocation of staff during the renovation work.

For more information on the work of the Administration and Finance Department, please consult OTIF's website: [Work Programme](#) and [Annual Report](#).

### **Organisation of the post and working hours**

The position is a full-time post (at grade 4 according to the Staff Regulations) in the Administration and Finance Department of the OTIF Secretariat. The post holder will report directly to the Head of Administration and Finance.

The main terms and conditions of employment (annual salary, allowances, health insurance, etc.) are set out in the annex.

### **Main activities of the Management Assistant**

Administrative and logistical support:

- Provide administrative and logistical support for the organisation of international meetings at OTIF's headquarters and elsewhere
- Draft meeting notes, minutes and reports; assist the department with the preparation of presentations and other documents
- Suggest tools to ensure that decisions are followed up
- Provide general administrative assistance: respond to requests for information and administrative queries, organise and manage files and archives
- Provide administrative assistance in connection with the Luxembourg Rail Protocol

Secretariat:

- Manage post and draft the General Secretary's correspondence; manage the database with the various stakeholders
- Manage the diaries of the Secretary General and the Head of the Administration and Finance Department (organise appointments)
- Ensure that OTIF's protocol events run smoothly, organise relations with embassies/permanent missions/national authorities
- Welcome visitors in person and carry out telephone reception duties
- Deal with ad hoc matters and monitor reserved matters
- Archive documents.

The post holder will need to be versatile and able to replace other members of the Administration and Finance Department if necessary.

## II. Required profile and qualification criteria for the post

As of the closing date for applications, candidates must meet the criteria set out below.

### *Nationality*

Applicants must be a national of [Member State of OTIF](#).

### *Age*

Candidates must not have reached the statutory retirement age of 65 (see Article 47 of the [Staff Regulations](#)).

### *Education*

Completion of secondary education and secretarial training or other equivalent training.

### *Professional experience*

Experience in a management assistant position; if possible, experience in a public administration or international organisation.

Proven track record of organising meetings and events.

Experience in another area within the remit of the Administration and Finance Department would be considered an advantage.

### *Languages*

Perfect command of one of the Organisation's three working languages (English, French or German) and a good knowledge of the other two.

### *Basic skills*

Essential technical skills: excellent command of the Microsoft Office suite (Outlook, PowerPoint, Excel, Word), proficiency in the use of collaborative and communication tools (Internet, messaging, shared planning, web conferencing, etc.), knowledge of editorial rules, knowledge of minute-writing techniques, proficiency in filing and archiving methods and digitalisation techniques, proficiency in event organisation.

Desirable technical skills: proficiency in developing reporting tools and dashboards would be considered an advantage.

### *Essential qualities*

Professionalism: demonstrate professional commitment and efficiency in carrying out tasks; ability to work effectively to very tight deadlines; demonstrate tenacity when confronted with problems and difficult situations; ability to remain calm in stressful situations.

Communication: ability to express oneself clearly and effectively both orally and in writing; ability to adapt language, tone, style and form to suit the audience; openness when presenting information to other members of the Administration and Finance Department.

Knowledge of the Organisation: ability to demonstrate knowledge of the Organisation and assimilate its objectives.

Teamwork: work with other members of staff to achieve the Secretariat's and the department's objectives; ability to listen; willingness to learn from the ideas and expertise of others.

Willingness to continue learning: actively seek out the latest developments in relevant fields and develop your own skills.

### **How to apply**

Applications must be sent by email to [join-otif@otif.org](mailto:join-otif@otif.org) by **6 December 2024**, for the attention of the Secretary General.

Applications must include:

- a cover letter explaining concisely why the candidate is applying and how he or she is qualified for the position;
- copies of diplomas;
- a curriculum vitae.

### **Examination of applications**

Applications will first be screened against the formal criteria (nationality, age, languages, education and professional experience). Eligible candidates will then be selected on the basis of an overall assessment, including their basic skills, to take a written test, which will be conducted remotely. The written test will focus on the candidates' technical and linguistic skills.

*As part of its recruitment and selection procedures, OTIF will not accept any response that has been produced, in whole or in part, using a generative artificial intelligence (AI) tool, including a conversational model such as ChatGPT (Chat Generative Pre-trained Transformer) or any other text generator. The Organisation reserves the right to check whether the candidate has used such tools. Any application prepared, in whole or in part, using a generative or creative AI application may be rejected without further examination, at OTIF's sole discretion. The latter also reserves the right to take any other measures it deems necessary.*

Based on the results of the written test, candidates will be shortlisted for an interview at OTIF's headquarters.

As far as possible, an equitable geographical distribution of staff members' nationalities will be taken into account.

Following the interviews, the position will be offered to the best candidate, subject to the approval of the Administrative Committee.

### Main conditions of employment (amounts at 1 April 2024)

#### 1. Contract

The post holder will receive a fixed-term three-year contract with a probation period of three months renewable once. The annual salary is set at grade 4, step 1. The step may be adjusted depending on the successful candidate's references.

The conditions of appointment and for extending the contract are those set out in the Staff Regulations.

**2. Annual gross salary** **CHF 80,131**  
(Tax-free in Switzerland)

#### 3. Various allowances

Allowance for spouse (annual) **CHF 3,550**

Allowance for each dependent child (annual) **CHF 4,080**

Disabled child allowance (annual) **CHF 8,160**

#### 4. Health insurance

Health insurance contributions are paid by the member of staff. However, the Organisation reimburses half the contributions paid, up to a maximum of CHF 204.40 per month.

#### 5. Non work-related accident insurance

OTIF insures staff members for non occupational accidents. Contribution of 0.1% of gross salary.

#### 6. Occupational pension (pension fund)

The amount of contributions depends on the age of the person insured (as a % of the salary insured).

#### 7. Old-age, survivors and invalidity insurance

The amount of contributions depends on the salary of the person insured (as a % of the salary insured).

**8. Weekly working hours** **40 hours**  
(Monday to Friday)

**9. Annual leave** **30 days**