CALL FOR APPLICATIONS

GENERAL ADMINISTRATIVE ASSISTANT
IN THE ADMINISTRATION AND FINANCE DEPARTMENT

A part-time post for a general administrative assistant in the Administration and Finance Department of the OTIF Secretariat is created from 1 January 2023.

Level of employment: 60%

Background

OTIF is an international organisation in Berne that works to achieve uniform law in the rail sector. It currently has 51 Members. Its areas of work include legal rules for the transport of passengers and freight, technical regulations and the carriage of dangerous goods (see http://www.otif.org/).

The Organisation has 20 members of staff and is arranged around three operational departments (law, technical interoperability and carriage of dangerous goods), an administrative and financial department which brings together the support services, a translation department and a communication department.

Over the next two years, the situation will remain very stretched in the Administration and Finance Department. In addition to the renovation project, the project to relocate the Secretariat to temporary premises, implementation of the recommendations of the human resources study, including the revision of certain provisions of the Staff Regulations, and preparing the entry into force of the Luxembourg Protocol will require a huge amount of organisation and will create a significant workload for the Administration and Finance Department.

In accordance with Article 7 of the Staff Regulations, the Secretary General therefore proposed that the Administrative Committee establish a new part-time post at grade 4 for a limited period of two years.

Organisational context and chain of reporting:

Under the supervision of the head of the Administration and Finance Department, the general administrative assistant will provide administrative and logistical support to the various departments.

The post holder will have responsibility for the following tasks:

Administrative and logistical support:

- Provide administrative and logistical support for the organisation of international meetings held at OTIF’s headquarters and externally;
- 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 support: respond to requests for information and administrative questions, organise and manage files and archives;
- Help monitor the budget;
Provide administrative support for the preparation of the entry into force of the Luxembourg Protocol (Rail Protocol);
The person should be versatile and should be able to replace other staff members in the Administration and Finance department if necessary.

**Assist with research (human resources):**

- Assist with research and compile background information on matters concerning human resources;
- Keep an up-to-date electronic record of studies and responses to questions raised in connection with the Staff Regulations (the rules governing the staff of OTIF);
- Carry out other assigned tasks.

**Skills:**

- **Professionalism**: demonstrate professional commitment and efficiency in performing tasks, ability to work to tight deadlines and obtain results; demonstrate tenacity when faced with difficult problems and challenges; remain calm in stressful situations.
- **Communication**: clear and effective oral and written expression; ability to adjust language, tone, style and form to suit the audience; demonstrate openness when providing information to other colleagues in the Administration and Finance Department.
- **Knowledge of the Organisation**: ability to demonstrate knowledge of the Organisation and assimilate its objectives.
- **Team work**: work together with colleagues to achieve the department’s objectives; ability to listen to others: desire to learn ideas and expertise from others.
- **Willingness to continue learning**: actively seek to learn about latest developments in the relevant area and develop own skills.

**Required profile and requirements:**

- Nationality of one of the Member States of OTIF;
- Completion of secondary education and secretarial training or other equivalent training;
- Experience in a post providing administrative assistance; if possible, experience of working in a public administration or international organisation;
- Proven track record of organising meetings and events;
- Proven practical knowledge of MS Office (Word, Excel, PowerPoint, Outlook) and of using the Internet to collate and disseminate information;
- Perfect command of, and excellent writing skills in one of the Organisation’s three languages (French, German or English) and ability to work in another of these three languages.

**Terms and conditions of employment:**

Conditions of employment are those laid down in the Staff Regulations. The post holder will receive a fixed term two year contract with a probation period of three months, renewable once for three months. The annual salary is set at grade 4, step 1, i.e. CHF 47,640 (tax-free in Switzerland) on a part time basis (60%). The post holder will be subject to the Staff Regulations in force. Other components of the remuneration according to the Staff Regulations are:

- Allowance for spouse: CHF 3,552
- Child allowance: CHF 4,080
- Contribution to health insurance: CHF 2,429
- Pension fund: The amount of contributions depends on age and salary.
Submission of applications

Candidates for this post are invited to send their applications by email only to join-otif@otif.org, by **15 December 2022** for the attention of the Secretary General.

In order that applications can be dealt with quickly and efficiently, candidates are asked to attach a curriculum vitae and a detailed application letter explaining how they meet each of the conditions required for the post, together with specific examples.

Only those candidates whose applications are selected will be contacted.