



Organization of
American States

EXTERNAL EMPLOYMENT OPPORTUNITY*
GENERAL SECRETARIAT OF THE
ORGANIZATION OF AMERICAN STATES

Title and grade:	Administrative Assistant – G06
Type of appointment:	Long term: one year
Organizational unit:	Coordinating Office for the Offices and Units of the General Secretariat in the Member States.
Duty station:	St. George, Grenada
External Opportunity N°	EO/08/12
Publication date:	01/24/12
Closing date:	02/14/12

BASIC SALARY:

Starting: US\$ 63,559.00 in Eastern Caribbean dollars (net of taxes)

** “This announcement applies to an encumbered (filled/occupied) position. External Employment Opportunities are open to competition in accordance with the external recruitment process of the GS/OAS.”*

DUTIES AND RESPONSIBILITIES:

Technical/Administrative Responsibilities:

- Identify and resolve diverse administrative issues and problems as they arise, and determine appropriate actions.
- Within delegated authority, assume stand-by control of the operations of the Office when the Director is absent (vacation, special leave, etc.) by keeping abreast of the main parameters of work of both the Director and the Office, getting familiar with the agenda and mission of the latter, and by closely following applicable guidelines and rules of operation.
- Assist in the acquisition of background data and preparation of reports (e.g. progress, project execution in the country, annual reports of the activities of the Office) ensuring timely submission to headquarters. Procure applicable materials through exchanges of communication; prepare routine correspondence as well as status updates of administrative actions.
- Assist in arranging the dissemination of information for public release by collaborating with other applicable parties (e.g. mass media) and following-up when necessary to ensure positive results.

- Assist in the administration of the OAS Fellowship Program, which includes but is not limited to following-up on processed applications, ensuring completeness of data and supporting documents, and forwarding the applications to OAS Headquarters with strict adherence to deadlines at every stage of the process.

Finance and Accounting Responsibilities:

- Maintain ledgers and accounting records, which includes but is not limited to classification and recording of the financial transactions, and performing reconciliation of accounts of funds assigned for the maintenance of the Office and field projects.
- Calculate and pay bills/invoices (allowances, local travel claims of experts, consultants, project vendors, etc.), which includes but is not limited to verification of the objectives of expenditure, accuracy of computations, and proper authorization from allocations in accordance with the Office budget and the Department of Financial and Administrative Management Services (DFAMS). Ensure that all records and authorizations are maintained in a systematic and organized manner.
- Liaise with local bankers of the OAS Office in the Member State to obtain timely statements, exchange rates, changes in procedure, and matters pertaining to the maintenance of accounts for the purpose of reconciling the local bank book and financial data.
- Assist in monitoring project accounts by preparing data for cost estimates and disbursements related to projects in the field. Periodically update the field project disbursement records verifying their accuracy with the consolidated monthly schedule record from headquarters.
- Provide information on budgetary and financial issues; monitoring funds availability and implementation of activities in various projects developing cost proposals, researching and summarizing information.
- Coordinate, prepare and review financial requests against available funds, ensuring that requests are within budget, obtaining clearance and approval, and following-up with other OAS entities as appropriate, as well as originating and reviewing all correspondence involving budgetary and financial matters.

Other Responsibilities:

- Establish and maintain efficient relationships with a broad range of staff at all levels, obtaining background information and documents on human resources, budgetary and financial matters.
- Coordinate the Director's schedule (meetings, travel, etc.); make preparations for meetings with high-ranking visitors, government officials and others; screen telephone calls and route queries concerning office activities, arrange receptions organized by the Office.
- Assist the Director in the preparation of meetings, which includes but is not limited to, conducting background research and preparing comprehensive briefing materials; ensuring the orderly attention to staff matters, taking notes, etc.
- Prepare informal translations attaching necessary background information. Follow-up on correspondence to ensure that it reached the correct locus of action, ensure that records are accurately filed.
- Maintain and ensure that office files (policy, confidential, general management and databases) are well organized and up to date.
- Organize the procurement of office supplies and equipment either locally or through the Office of Procurement Services (OPS) at OAS Headquarters to ensure smooth continuity of office's operations.
- Supervise the work of junior staff (e.g. Clerk/Messenger/Chauffeur); brief and supervise short-term contractors, giving guidance on office procedures.
- Perform other related duties as assigned, including replacing and backstopping for others.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: High school or technical/commercial training and seven years of relevant experience in administrative operations and/or secretarial work **OR** advanced training and five years of relevant experience. Training in the use of a broad range of software including Oracle or a similar financial management system. **Desirable:** Knowledge or willingness to learn the OAS mandates and priorities as related to the area of work and/or the dynamics of the Inter-American agenda and system. Training in administration, accounting or finance.

COMPUTER SKILLS: Ability to effectively work using Microsoft Office (e.g. Outlook, Word, and Excel), and other software applicable to the area of work.

LANGUAGES:

Essential – Proficient knowledge of the language of the duty station, and basic knowledge of another of the official languages of the Organization: English, Spanish, French, Portuguese.

PERSONAL COMPETENCIES: Client Orientation, Knowledge Sharing, Teamwork, Interpersonal Skills. Ability to clearly communicate in the languages required for the post.

Please read the following carefully: [Guidelines for Applying for Employment with the Organization of American States and Application Form.](#)