

<b>TITLE:</b> Assistant to the Director General, Office of the Director General (ODG)		ODG-007
<b>REPORTS TO LINE MANAGER:</b> Director General and Head of ODG		
<b>DIRECT EMPLOYMENT:</b> REQUIRED	<b>GRADE:</b> G4	
<b>DATE WRITTEN:</b> April, 2006	<b>DATE REVISED:</b> APRIL 2007	

**Purposes:**

Providing support to DG in the planning and organizing of all his official activities.

**Major Duties/Responsibilities:**

- To make appointments, arrange meetings and keep a schedule of the DG's daily commitments as well as important events in the Organization;
- Arrangement and scheduling of DG official activities, including meetings with and visits to governmental agencies, S&T Institutions and International Organizations, etc., and his participation in important events and meetings both locally and around the world (this requires a detailed and personal interaction with the respective assistants and staff );
- Handling of documents that ask for DG signature/approval;
- Prioritizing all incoming business e-mails, mails, faxes, letters, and correspondence sent to the DG, highlighting the important items;
- Checking on accuracy and completeness of incoming documents and correspondence before passing them on to the appropriate person for action and information;
- Typing and preparing routine correspondence on own initiative or with minimum direction;
- Drafting and preparing the official replies to DG business emails, mails, faxes, letters and correspondence when required by DG;
- To assemble background material for daily meetings and discussions;
- Collecting and preparing the background information material related to DG official activities;
- Drafting and preparing talking-points or speeches related to DG official activities with the joint efforts of respective staff when necessary;
- Reporting to DG each morning upon his arrival, all the incoming information, the daily activity schedule and related background materials and talking-points when necessary;
- Maintaining, filing and archiving of DG correspondence;
- To assist in the reception of visitors;
- To undertake other assignments as required and generally assist the DG wherever possible.

**Supervisory authority**

- Supervision of secretarial position within the ODG.

**Qualifications and Experience:**

- A minimum of 10 years experience in similar positions in international organizations.
- Demonstrated ability to produce high quality results.
- Strong interpersonal skills to work effectively in an international environment.

- Excellent organizing skills and co-ordination skills will the ability to set priorities and meet deadlines.
- Good communication skills and capability to work towards department goals with a high level of autonomy.
- Excellent command of written and spoken English.

**Work Direction and Interfaces:**

In principle, directly reports work to DG and the Head of the ODG, and reports to the Administrative Officer when necessary & required, and interfaces with all department & offices, and the member countries when necessary and required.

**Authority/Approval Levels:**

- Has authority and approval levels defined by the Head of the ODG for his/her scope of work.

**Measures of Effectiveness:**

- Provides efficient and high quality service to the DG and staff members of the ODG.
- Establish a good collaboration attitude with all members of the ODG.