Vacancy Notice No: BLZ/01

Date: 9 February 2009

Title: Bilingual Secretary

Deadline for application: 25 February 2009

Contract type: MOH

Duty Station: Belize City

OBJECTIVE OF THE PROGRAM:

The Belize Country Office of the Pan American Health Organization/World Health Organization (PAHO/WHO) provides and coordinates technical cooperation for the achievement of priority public health objectives in Belize. PAHO/WHO collaborates with the Government of Belize, working with the Ministry of Health, other Ministries and government agencies, as well as with UN agencies, civil society groups, and other partners. The technical cooperation program addresses health and health-related issues and supports, facilitates, and fosters dialogue and partnerships for health. Administrative personnel provide support in the planning, implementation, monitoring, and evaluation of the technical cooperation program and contribute to the efficient and effective operations of the Country Office.

SUMMARY OF RESPONSIBILITIES:

The purpose of this post is to provide executive secretarial support to the technical advisors. Each secretary responds to and is supervised by the technical advisor(s) to which she/he is assigned for specific project/technical cooperation support. However, all secretaries fall under the overall administrative supervision of the Administrator.

Under the direct supervision of the technical advisor(s), and the general supervision of the Administrator, the incumbent is responsible for the following duties:

- Initiate, under instructions of the technical personnel, and follow up, administrative actions related to the use of resources in the programs or projects in which they are working.
- Take dictation/notes, compose and transcribe said text, ensure that the spelling, punctuation, and format are correct and consistent with organizational style and norms.
- Prepare correspondence, verify the documents for enclosure and the pertinent filing classification according to the project and subject.
- Process materials, including drafts, reports, and briefs; verify their clarity and that they are free of errors.
- Operate computer equipment and prepare correspondence on own initiative or according to instructions.
- Request background information as pertinent to correspondence and administrative tasks, and complete the tasks requiring same.
- Translate correspondence from Spanish to English or from English to Spanish as required and/or requested.
- Keep updated the agendas of the assigned technical advisor(s), set appointments, greet visitors; make and receive telephone calls to facilitate completion of tasks; respond to requests for information, consulting others, including technical advisors if necessary.
- Provide secretarial support in the preparation and coordination of meetings, and during meetings, courses, and seminars; take notes and transcribe minutes of meetings when required.
- Coordinate with the General Services Officer in the delivery of correspondence.
- Send faxes originated by the technical advisor(s).
- Request office supplies and control their utilization; reproduce materials as required.
- Assume secretarial tasks temporarily upon absence of another colleague.
- Provide coffee-break services when needed, as per request of the advisor(s) or the Representative.
- Perform any other work-related duties as assigned.

REQUIRED QUALIFICATIONS:

Associates Degree in Secretarial Sciences or equivalent.

SKILLS:

- Ability to function as part of a multicultural team
- Ability to efficiently manage work-flow, time, and follow-up activities
- Ability to communicate well and interact with all types of people
- Proficiency in oral and written English and Spanish.
- Ability to assist in the preparation of presentations and the drafting of reports
- Ability to prepare working translations
- Ability to organize and monitor protocol arrangements in accordance with established organizational standards

KEY BEHAVIORAL COMPETENCIES:

Intrainstitutional action L1: Acts in a manner that is consistent with the policies the organization must operate within. Consistently conducts oneself in accordance with the Standards of Conduct for the International Civil Service. Conducts in a manner that reflects a behavior that is fair, consistent and equitable. Behaves consistently in accordance with the Code of Ethics of the Organization.

Communication: LI Speaks, writes, reads and comprehends in one or more of the languages of the organization effectively. Participates in and supports dialogues within the workplace to effectively work with one's managers and co-workers.

Information management L2: Verifies that relevant information is obtained, processed, selected, and disseminated in area of work. Acquires the training to utilize technologies for processing information relative to the area of work in a logical and organized manner, which facilitates the dissemination of information, resulting in information that is consistent, valid and accurate. Keeps abreast of attest technologies for processing the information relevant to the area of work, and weighs its advantages/disadvantages.

Performance Management L2: Keeps focused toward completing objectives. Identifies and takes concrete steps on one's own initiative to improve job performance and required competencies.

Team work L2: Encourages team/members, adds significant contribution when participating internal and external work teams, and leads through personal example the virtues of team success-collaboration, trust, transparency and joint responsibilities. Builds and maintains mutually beneficial productive interpersonal relations based on trust, inside and outside the Organization. Keeps every team member informed as well as shares relevant and useful information.

External action L1: Deliverables are on time. Keeps establishing and maintaining mutually beneficial productive relations and partnerships with counterparts in other institutions and sectors.

Administrative support for technical cooperation interventions L2: Searches for and furnishes relevant information about resource allocation and deadlines, potential critical points, risks and benefits, and other related aspects of available options to provide support for the technical cooperation teams.

IT SKILLS:
Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint and Outlook.

EXPERIENCE:
Minimum of two years secretarial work experience.

LANGUATES:
Very good knowledge of English and Spanish.

ADDITIONAL INFORMATION:
AN INTERVIEW WILL BE HELD FOR THIS POST. ALL APPLICANTS ARE REQUIRED TO PROVIDE A LETTER OF APPLICATION, RESUME AND TWO RECENT LETTERS OF RECOMMENDATION TO BE SENT TO:

P.O. Box 1834, BELIZE CITY

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