



**WORLD HEALTH ORGANIZATION
INTERNATIONAL AGENCY FOR RESEARCH ON CANCER
Lyon, France**

Local Recruitment – General Services Category
Vacancy Notice N° 2010/3

**DEADLINE FOR
APPLICATIONS
2 MAY 2010**

POSITION : Secretary

Two positions are to be filled from this vacancy.

Note to internal candidates: indicate in your covering letter whether you prefer to be considered for only one position or both.

SECTIONS/GROUPS: Section of Infections (INF)/Infections & Cancer Epidemiology Group (ICE)
Section of Early Detection and Prevention (EDP)/Screening Group (SCR)

GRADE : LY4

CONTRACT TYPE : Fixed-term appointment

DURATION : Two years – Renewable

SALARY : Euro 33 670 per annum, net of tax

DUTY STATION : Lyons, France

DESCRIPTION OF DUTIES:

Assigned to one of the two Research Groups mentioned above, the incumbent provides secretarial and clerical support to the staff members. The duties and responsibilities include:

1. To receive, screen and distribute incoming correspondence, attaching background information or related file as necessary and forwarding to the staff concerned, drawing their attention to specific issues/problems as necessary;
2. Using on-line systems, to prepare travel authorizations, check timetables and costs with in-house travel agent, making flight and hotel reservations, and dealing with other related matters as requested or on own initiative;
3. To monitor deadlines, reminding staff members of such and ensuring that correspondence and queries are responded to in a timely manner;
4. To draft replies to general and administrative correspondence on the basis of instructions or on own initiative, and finalizing such;
5. To type, edit for language and grammar, correct and format, in accordance with IARC/WHO style, technical reports and documents, tabular materials and to assist in preparing grant applications, presentations, etc;
6. To obtain documents and information from the Section and Group staff, Administration and from other Sections, Groups and outside agencies/institutions as required; to perform information-resource- searches (library, internet) as requested;

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7. To maintain, in close collaboration with colleagues, the work area filing system, and to maintain files for the staff members supported, obtaining relevant information as required;
8. To screen and receive visitors and telephone calls with tact, discretion, making appointments, answering queries and/or redirecting visitors and callers with diplomacy and courtesy, obtaining background information on the purpose of appointments;
9. To participate in the organization of Group and Section meetings, workshops, seminars, etc., and to provide assistance to other teams with the preparation of such as needed, e.g. typing lists of participants, travel authorizations, letters of invitation, documents, photocopying and preparing briefing files, presentations and slides; and preparing the necessary documents for IARC security to ensure that clearances and visas are ready in a timely manner, reserving meeting rooms, dealing with hotel reservations.
10. During meetings, workshops and seminars, to provide secretarial support and assistance to participants, typing and/or amending reports and documents;
11. To replace support staff as required;
12. To liaise with HRO and FEL to ensure documents in connection with staff and non-staff are prepared correctly and in a timely manner.

To perform other related duties as required or instructed, including provision of support to other areas of work and teams or the Section, as required.

MINIMUM QUALIFICATIONS REQUIRED

EDUCATION .

Completion of secondary school education or equivalent, in secretarial/administrative training, recognized by a diploma (BTS/DUT or equivalent).

SKILLS AND COMPETENCIES

The work requires the use of a series of software such word processing, presentation and graphics, to type, edit and print correspondence, documents, reports, tabular materials, presentations, etc., as well as the maintenance of the area of work and/or team filing system.

Training in office procedures and in the use of standard office software such as MS Word, Excel, Power Point, and standard internet applications, etc.

Capacity and willingness to work as a member of a team, in a proactive manner, under pressure when necessary.

Good organizational and interpersonal skills with ability to interact professionally and effectively with staff and visitors at all levels in an international environment. Tact, discretion and sensitivity to cultural differences.

EXPERIENCE

At least 3 years' secretarial experience, preferably including some experience in WHO to have knowledge of its procedures and practices as related to the work. Experience in the organization of WHO official meetings an advantage.

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LANGUAGES

Excellent knowledge of English or French, with a working knowledge of the other.
Knowledge of another WHO official language an asset.

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External candidates must complete a [Personal History Form](#) and should include a photograph.

Internal candidates must use [Form 824](#).

Applications must be sent to: hro@iarc.fr

NB. This Email address should ONLY be used for vacancy applications. Due to the large number of messages other type of correspondence may not be answered.

This vacancy is open to applicants of either sex.

Any appointment/extension is subject to WHO Staff Regulations, Staff Rules and WHO Manual.
Only candidates under serious consideration will be contacted for interview and test.

Recruitment restricted to local commuting area up to a maximum 50 kms around Lyons.



WHO/IARC has a smoke-free environment and does not recruit smokers or other tobacco users.