



CALL FOR APPLICATION

Position Title: **BILINGUAL SECRETARY AT OSAC**

Reference: **N°006/CEEAC/COM/PGDHS/SECR./OSAC/2024**

Application deadline: **September 09, 2024**

Duty station: **Malabo, Equatorial Guinea**

Type of contract: **Fixed-term contract of twelve (12) months, renewable.**

The first year, dedicated to the operationalization of OSAC, is the test year whose success will lead to the extension of the contract.

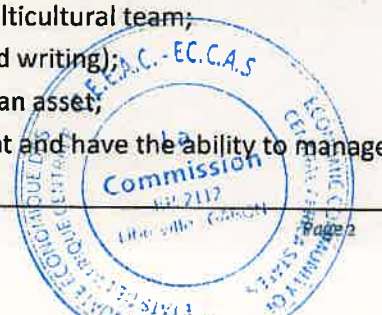
SITUATION OF THE POSITION	
Department	Gender Promotion, Human and Social Development
Directorate	Directorate of the Central African Health Organization
Structure	Central African Health Organization (OSAC)
Functional relations	Internal Department Gender Promotion, Human and Social Development and other departments of the Commission when necessary.
POSITION DUTIES	
Under the authority of the Director of OSAC, the Secretary will work efficiently and effectively. He/she will provide support to the secretariat and necessary for the implementation of the activities of the Directorate of the Health Organization in Central Africa (OSAC).	
CORE RESPONSIBILITIES	
The Secretary shall have the following duties and responsibilities: <ul style="list-style-type: none">- Receive and sort regular mail transmitted by OSAC reception.- Sort, distribute and forward emails to data subjects.- Prepare responses to interrogatories, if applicable.- Forward proposals for responses.- Record regular mail (arrival and departure).- Receive and sort e-mail.- Participate in the finalization of reports (editing and formatting).- Assist the Director in the day-to-day management of administrative activities.- Provide administrative support for the organization of training, workshops and seminars.- Manage the daily agenda of the Director- OSAC official mail management (Receive and send emails).- Making information available to the Director- Ensure the switchboard (make and receive phone calls).	



- Oversee the production and multiplication of working documents
- Write and follow up on Directorate correspondence
- Make appointments for internal and external people
- Prepare and participate in meetings of the Directorate (agenda, minutes, room reservations for meetings etc.)
- Disseminate minutes of meetings (intranet).
- Assist the Director in allocating workload to contracting specialists.
- Proceed with the Archivist to classify and archive OSAC documents and records
- Ensure that the contact details of individual and institutional partners (email and postal address, telephone) are updated.
- Take notes at various OSAC meetings and write minutes.
- Translate administrative documents
- Assist the Director in the preparation of administrative correspondence and other OSAC files;
- Be subject to a duty of secrecy and confidentiality as required in the performance of your duties;
- Perform other tasks within his competence as required and request by the Director.

REQUIRED PROFILE

Education	Have at least a secretarial degree (level: Associate degree) minimum or any other equivalent degree.
Experience	Have at least 5 years of professional experience at similar levels of responsibility (see Article 13 of the ECCAS Staff Regulations) in development projects. Have at least 3 years of executive secretarial and file archiving experience.
Knowledge	<ul style="list-style-type: none"> - Central Africa and ECCAS member countries; - International reference institutions and organizations; - Ability to work under pressure, and act with discretion in a politically sensitive environment and establish excellent working relationships with both government authorities and colleagues; - Excellent communication and negotiation skills; - Proficiency in two (2) languages of the Community, particularly French and Spanish. Knowledge of another language of the Community (English and/or Portuguese) is an asset.
Technical skills	<ul style="list-style-type: none"> - Have excellent writing and synthesis skills; - Have at least 3 years of executive secretarial and file archiving experience - Have a good command of the computer tool (Word, Excel, PowerPoint, Internet) - Be methodical, welcoming and orderly - Have a keen sense of organization, autonomy and good relational quality; - Be able to work under pressure and in a multicultural team; - Fluency in French and Spanish (speaking and writing); - Knowledge of English and/or Portuguese is an asset, - Be motivated for your work, be independent and have the ability to manage priorities.



Behavioral skills	<ul style="list-style-type: none"> - Exercise great discretion; - Able to work under pressure and in a multicultural team; - Have an acute sense of organization, autonomy and good relational quality; - Ability to work in a spirit of open collaboration with other ECCAS departments.
CONDITIONS OF EMPLOYMENT	
Remuneration	Salary and benefits in accordance with the ECCAS pay grid.
Nationality & Gender	<ul style="list-style-type: none"> - Be a national of an ECCAS member state resident in Equatorial Guinea; - Female applications are encouraged.
APPLICATION FILE	
<ul style="list-style-type: none"> - Motivation letter; - Detailed curriculum vitae including the candidate's full contact details (name and surname, address, telephone, fax, email); - A nationality certificate; - Birth certificate or substitute judgment in lieu of it; - Criminal record (bulletin n°3) dating back less than three months; - Certified copies of academic or university diplomas and titles; - Employment certificates and documents attesting to professional references; - Medical certificate issued by an accredited physician; - Full identity of three reference persons who have no family relationship and who can attest to the professional and moral qualities of the candidate; <p>The complete file, including the reference: No. 006/ECCAS/COM/PGDHS/SECR./OSAC/2024 and the position title "Bilingual Secretary at OSAC" must be sent electronically only to the following address: recruitments@ceeac-eccas.org</p> <p>NB: Only successful candidates will be contacted for further consideration.</p>	

