Position Title: Bilingual Secretary  
Category: S3  
Place of work: Abidjan, Côte d’Ivoire  
Duration of the function: Permanent  
Closing date: January 10, 2020

**DUTIES AND RESPONSIBILITIES**

Under the supervision of the Director Finance and Administration, the person recruited will be responsible for the following:

- Prepare outgoing correspondence;
- Receive and register incoming correspondence;
- Provide support to the head of the Secretariat of the Secretary General;
- Work in close collaboration with the other departments of the Secretariat: Research, Economics, Finance & Administration, Information and Communication Technologies for the effective functioning of the Secretariat;
- Assist in preparing meeting agendas, meeting documents and reports;
- Help in preparing and organising conferences, seminars and other events;
- Serve as interpreter when needed; and
- Assist with any other tasks assigned by the Secretary General or Heads of Departments.

**QUALIFICATIONS AND EXPERIENCE**

- University degree in **bilingual secretarial work (or equivalent qualification)**;
- Have experience in translation and interpretation;
- Excellent communication skills in both English and French, both spoken and written;
- Ability to establish and maintain good working relationships with staff and external contacts;
- At least two years of experience in the field

**SELECTION CRITERIA**

Applicants will be assessed based on the following considerations:

- Be a citizen of one of the 25 member countries of IACO;
- Have knowledge and practice of ICT (word processing, database management, spreadsheets, power point, etc.);
- Minimum age required: 25 years
- Able to work under pressure and with people of different nationalities and cultures.

**Remuneration**

A competitive salary will be paid based on the experience and qualifications of the successful candidate.

**Applications**

An application letter plus a CV bearing the names and contacts of two referees must be sent to the **General Secretariat of the Inter-African Coffee Organisation (IACO)** BPV 210, Abidjan, Côte d’Ivoire Tel.: 225 20 21 61 31/85, Email: sg@iaco-oiac.org

**NB:** The application and the CV should be in French and English