

**INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)
VACANCY ANNOUNCEMENT No. 88**

(DEADLINE FOR APPLICATION: 1 March 2024)

Position/Title	Level (Grade)	Duty Station	Date for Entry on Duty	Duration of Assignment
Operations Assistant	GS4 <u>*/</u>	YOKOHAMA, JAPAN	1 April 2024 ~	FIXED TERM: ONE YEAR (RENEWABLE)

1. DUTIES AND RESPONSIBILITIES

Under the direction and supervision of the Director of Operations:

- Provide general assistance to the Director of Operations on matters related to the work of the Division of Operations;
- Assist with the management and coordination of the ITTO Project Cycle, the ITTO Programmatic Approach and the activities under the ITTO Biennial Work Program;
- Support the Sessions of the Council and Associated Sessions of the Committees, relevant working groups and meetings, including drafting of reports/notes/minutes;
- Assist in the administration of personnel/human resource matters;
- Conduct necessary research into specific matters as directed by the Director of Operations;
- Answer and direct phone calls, and appropriately relay important information promptly and effectively;
- Perform any other duties as may be assigned from time to time.

2. QUALIFICATIONS AND EXPERIENCE

- Excellent verbal and written skills in English and good knowledge of verbal and written skills in Japanese.
- Must be a national of an ITTO Member Country;
- Suitable university degree;

3. SALARY

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the ITTO Staff Regulations and Rules.

4. APPLICATION

Written applications including a cover letter explaining how the candidate meets the required qualifications and a resume should be sent by email to vacancy@itto.int no later than 1 March 2024.

Please note that only applicants who are short-listed will be contacted.

*/ The Executive Director reserves the right to make this appointment at a different level than advertised.