

INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)
VACANCY ANNOUNCEMENT No. 91

(DEADLINE FOR APPLICATION: 24 January 2025)

Position/Title	Level (Grade)	Duty Station	Date for Entry on Duty	Duration of Assignment
Office of the Executive Director (OED) Assistant	GS5 */	YOKOHAMA, JAPAN	1 March 2025	FIXED TERM: ONE YEAR (RENEWABLE)

1. DUTIES AND RESPONSIBILITIES

Under the direction and supervision of the Executive Director:

- Provide a broad variety of administrative tasks that include drafting and preparing official correspondence, managing the Executive Director's schedule, completing expense claims/reports, arranging detailed travel plans, itineraries and agendas and compiling documents for meetings;
- Manage the Executive Director's appointment schedule and calendar by planning and scheduling business and personal meetings, conferences, teleconferences, as well as coordinating and booking travel arrangements;
- Support the Executive Director in preparing for meetings including preparation of meeting materials, drafting notes/minutes at physical/virtual meetings, monitor meeting progress, conduct follow-up as necessary and draft necessary correspondence;
- Remind and keep the Executive Director well informed of upcoming commitments and responsibilities and following up appropriately;
- Be attentive to daily mail/e-mails addressed to the Executive Director/Office of the Executive Director, alert the Executive Director promptly on matters needing immediate attention, and file appropriate documents accordingly;
- Manage timely communications going from the Office of the Executive Director upon instructions from the Executive Director;
- Answer and direct phone calls, and appropriately relay important information promptly and effectively;
- Welcome expected visitors and for unexpected visitors, identify the purpose of their visit before directing them to the Executive Director or other relevant division;
- Manage sensitive matters with total confidentiality and discretion;
- Assist in the administration of personnel/human resource matters;
- Conduct necessary research into specific matters as directed by the Executive Director;
- Support the Sessions of the Council and Associated Sessions of the Committees and Working Groups; and
- Perform any other duties as may be assigned from time to time.

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

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;
- More than three years of relevant professional experience in assisting high management executives in other organizations;

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 24 January 2025. Women are particularly encouraged to apply.

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