

JOB DESCRIPTION

Position title	Secretary/Translator
Volume of employment and working time	<ul style="list-style-type: none"> • Full time employment; • Working time in accordance with the Employment Contract, Internal Rules of the Permanent Secretariat of the Intergovernmental Commission TRACECA (PS) and orders/instructions of the PS Secretary General (SG). • In the absence of Secretary/Translator her duties requiring urgent solutions shall be entrusted to Linguistics Specialist or the person assigned by the Head of International and Internal Affairs Division of the PS in the established order.
Salary size	<ul style="list-style-type: none"> • According to the Employment Contract
Main working relationship	<ul style="list-style-type: none"> • Responsible directly to the Head of International and Internal Affairs Division of the PS; • Establishes working relationship with the PS Experts and other staff members of the PS.
Objective of position	<ul style="list-style-type: none"> • Organizational and technical support for the activities of the SG in agreement with the Head of the Division; • Assistance in the organization and implementation of the daily tasks of the PS and instructions of the SG; • Managing the PS office work. • Translating incoming and outgoing correspondence of the PS.
Main duties and tasks of the position	<ul style="list-style-type: none"> • Carrying out work on the preparation of meetings or conferences held by the SG (collecting the necessary materials, notifying participants about the time, venue, agenda of the meeting or conference, registering them), keeping minutes; • Protocol support of the SG meetings (provision of tableware, provision of water and glasses, preparation and placement of nameplates indicating the information of the meeting participants) held in the office; • Carrying out work on the preparation of meetings or conferences held with the participation of the SG outside the office (collecting the necessary materials, keeping minutes, if required); • Organizing telephone conversations of the SG, in his absence - recording the information received and bringing its content to his attention, transmission and reception of information via receiving and intercom devices, as well as telephone messages, promptly bringing to his attention the information received via communication channels; • Control over the compliance with the terms of the PS Action Plan and the instructions of the SG with subsequent informing the Head of the Division. • Carrying out work to assist in the preparation of meetings or conferences held by the PS staff (collecting the necessary materials, notifying participants about the time, venue, agenda of the meeting or conference, registering them), keeping minutes; • Carrying out work to support for the participation of the PS staff in meetings or conferences held outside the office; • Organizing telephone conversations for the PS employees; • Carrying out work to assist in the registration of foreign PS employees and members of their families in accordance with the requirements of the local legislation on the instruction of the Head of the Division; • Assistance in the timely receipt and replacement of identity cards of the Ministry of Foreign Affairs of the Republic of Azerbaijan for the PS employees on the instruction of the Head of the Division; • Reception, registration and forwarding of the incoming PS documentation; • Formalization, registration and forwarding of the outgoing PS documentation; • Preparation for signing the drafts of letters, orders, correspondence and other PS documents in paper and electronic format, as submitted and directed by the heads of divisions, previously agreed with the SG; • Acceptance of documents and personal applications for signature of the SG;

	<ul style="list-style-type: none"> • Control over the compliance with the deadlines for the implementation of the SG instructions; • Maintaining and updating the TRACECA directory, including contacts in the MLA Parties and partner organizations; • Drawing up, if necessary, letters and inquiries within the limits of her competence; • Keeping registers of correspondence of the PS and orders of the SG; • Translation of all types of incoming and outgoing PS documents, namely: official correspondence of the PS, letters developed by the staff of the PS, organizational documents for the IGC and PS IGC TRACECA meetings, organizational documents for meetings of Working (expert) Groups, translation of press releases, materials for the TRACECA website; • Providing control and maintaining the PS library; • Archiving of TRACECA documents: final documents of the IGC and PS IGC TRACECA meetings, correspondence, studies, minutes, etc. • Archiving and storing her/his own work related to the PS activities; • Assistance in obtaining visas and organizing VIP services at the airport; • Assistance (printing, packaging) in the preparation of a complete package of documents for meeting participants; • Assistance in organizing press conferences; • Organizing reception of PS visitors, including permissions and entrance to the office; • Compliance with the requirements of implementation standards and labour discipline.
Minimum qualification requirements	<ul style="list-style-type: none"> • Higher education or work experience in the similar position; • Knowledge of standard computer office software; • Proficiency in the Russian, English and Azerbaijani languages; • Skills to work with modern office communications and office equipment (MS Office, e-mail, copiers, fax, etc.).
Required skills and capabilities	<ul style="list-style-type: none"> • Knowledge of generally accepted standards of office work; • Knowledge of the rules for printing business letters using standard forms; • Knowledge of terminology in the field of transport in Russian and English; • Performing functions in accordance with the established rules, as well as the ability to work in a team; • Well-balanced nature, intuitive approach, timely solution of issues; • Organizational skills and a responsible approach to work.

Full name:

Date: « ___ » _____ 20__

Signature: _____