



Post of Administrative Officer

1. The Executive Director presents his compliments and wishes to inform Members and members of the Private Sector Consultative Board that the Organization is recruiting an Administrative Officer.
2. The Job Description for the post, together with the necessary information for applicants, is attached.
3. The ICO will only accept duly completed applications including a motivation letter, a curriculum vitae using the designated templates (see below), a recent photograph and two references **not later than 20 December 2019**. Due to the high volume of applications we receive, only applications short-listed for the post will be acknowledged.
4. You are kindly requested to bring this vacancy notice to the attention of qualified candidates.



ADMINISTRATIVE OFFICER P-01/P-02

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| Posting Title: | Administrative Officer |
| Grade Level: | P-01/P-02 |
| Department/Office: | Administration Division |
| Duty Station: | London, United Kingdom |
| Type of contract: | Fixed-Term – Locally recruited (1 year with possibility of extension) |
| Estimated Start Date: | As soon as possible |
| Closing Date for Application: | 20 December 2019 |

Responsibilities

DUTIES AND RESPONSIBILITIES

Responsible to the Head of Finance and Administration and within the framework of the delegated authority, the incumbent is responsible for the day-to-day management of ICO offices and Human Resource matters, including but not limited to:

General Administration

1. Providing or ensuring the provision of efficient administrative and secretarial support to the Head of Finance and Administration on the various aspects of researching suitable external conference and meetings facilities, and dealing with contract reception, security and office maintenance and cleaning services of the office; planning and allocating office space, furniture and equipment for new/temporary staff, consultants and visitors; analysing procurement requirements for non-consumable supplies, such as office equipment, furniture and others consumables; office inventory control; dealing with first-aid and health and safety, and with other tasks such as maintaining the “kitchen” and supplies availability, submitting proposals and/or final correspondence, contracts and forms to Head of Finance and Administration for clearance and/or signature.
2. Supporting the organization of regular meetings of the International Coffee Council and its advisory bodies, including travel, insurance and visa arrangements for delegates, speakers and other attendees.

3. Contributing to the development of the budget of the Organization, in close collaboration with the Head of Finance and Administration and the Head of Operations, by researching and obtaining background information and discussing their needs with Heads of Sections and staff, as appropriate.
4. Preparing all correspondence related to contributions; acknowledgement of contributions and reminders, as appropriate.

Human Resources

1. Closely collaborating with the Head of Finance and Administration, contributing to the administration of ICO human resource policy; recruitment of staff, including temporary staff contracts; maintenance of staff confidential records, including temporary staff and consultants; briefing new/temporary staff on administrative matters.
2. Preparing contracts for interpreters, translators and interns, and related payroll for temporary staff and consultants.
3. Establishing and maintaining liaison with UK Government bodies, diplomatic missions, UN and other international organizations and the private sector on all matters related to human resources policy and welfare of the staff, including research and preparation of all working papers and documents relating to human resource and office management.
4. Administering the payroll for temporary staff and authorized overtime, verifying submissions and obtaining information, as required.
5. Performing other related responsibilities, including ad-hoc tasks requested by the Executive Director and the Head of Finance and Administration, replacing and/or backstopping for others within and outside the section as required.

Level & Purpose of Contacts

Inside the Organisation –

Contacts with staff at all levels to provide advice and briefing on all aspects of administrative and human resources matters; to guide new and temporary staff, as well as consultants; to enlist cooperation and facilitate mutual understanding.

Outside the Organisation –

Based on instructions from the Head of Finance and Administration or the Executive Director, contacts with a broad range of officials from Members countries and embassies, UK Government, London-based organizations, service providers to give and obtain information, advise of administrative and human resource matters and respond to queries.

| | Required Qualifications |
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| Education and Experience | <ul style="list-style-type: none"> - University degree in relevant fields (e.g. Personnel management, Business Administration, Finance) or equivalent professional experience. - Management experience in a comparable organization for at least four years. |
| Language(s) | <ul style="list-style-type: none"> - Excellent command of the English language, oral and written, and a good knowledge of at least one of the other official languages of the Organization (Spanish, Portuguese and French). |
| Specialized Knowledge | <ul style="list-style-type: none"> - Strong IT skills and sound knowledge of PC software and applications, especially word processing, database and spreadsheet programmes. - Ability to establish and maintain good working relations with staff and external contacts. - Good organizational and supervising capabilities. - Good judgement, tact, discretion, good communication skills. - Ability to work under pressure and strict time constraints. |

| How to apply |
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| <p>The ICO only accepts duly completed applications sent to ed@ico.org by 20 December 2019 with:</p> <ol style="list-style-type: none"> 1. A motivation letter, 2. A curriculum vitae using one of the following templates: https://europass.cedefop.europa.eu/sites/default/files/ecv_template_en.doc (to download) or https://europass.cedefop.europa.eu/editors/en/cv/compose (online and saved), 3. A recent photograph, 4. Two references. <p>Only shortlisted candidates will be contacted. For further information please refer to: www.ico.org</p> |
| <p>No Fees:</p> <p>The ICO does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). The ICO does not request any information related to bank accounts.</p> |