



INTERNATIONAL INSTITUTE FOR THE UNIFICATION OF PRIVATE LAW
INSTITUT INTERNATIONAL POUR L'UNIFICATION DU DROIT PRIVE

VACANCY ANNOUNCEMENT

UNIDROIT

The International Institute for the Unification of Private Law (UNIDROIT) is an independent intergovernmental organisation based in Rome that works to modernise, harmonise and co-ordinate private and in particular commercial law as between States and groups of States by preparing treaties, model laws, principles and other types of uniform rules. We are currently inviting applications for the position of

SECRETARY

to perform the following main duties: **preparation and translation of documents** (typing drafts of material to be produced as documentation; controlling quality and formatting outgoing documents; translating correspondence and documents (French into English); attending meetings, preparing minutes); **correspondence management** (handling incoming and outgoing correspondence; taking dictation and/or preparing draft responses to correspondence; copying and classifying letters, maintaining common files, copies of correspondences, and general documentation); **administrative support** (receiving calls and visitors, liaising with administrative staff of the Host Country, Embassies and international organisations; recording staff leave and absences, organising meetings logistics, making travel arrangements, maintaining spreadsheets of project cost and performing other duties as assigned in the general area of the work of the Institute).

The candidate should possess a secondary school or its equivalent technical or commercial school diploma and have a minimum of 5 years of administrative experience, of which preferably 3 within an international organisation or large corporation. The ideal candidate should be perfectly fluent in English (mother-tongue level) and have working knowledge of French. Knowledge of Italian or Spanish would be an asset. He or she should speak and write clearly and effectively, work well with figures, and have sound computer skills (MS Office, Html, Pdf and desktop publishing software).

Duration of the appointment: one year (probationary), renewable for 3 year periods.

Salary: Competitive salary at the mid-range of the scales of the Co-ordinated Organisations.

Entry on duty: first quarter or, at the latest, in June 2014.

Applications should be addressed to the Secretary-General of UNIDROIT including CV and references, and sent by e-mail to jobs@unidroit.org **not later than 10 March 2014**

For more information, visit www.unidroit.org.

Please note that only the candidates selected for interviews will be contacted.