



VACANCY ANNOUNCEMENT

Inter-American Institute for Cooperation on Agriculture (IICA)

Job Title:	Executive Assistant to the Representative in the United States
Appointment:	Local Hire, full-time
Appointment duration:	1 year - renewable
Job posted:	May 1, 2011
Closing date:	May 15, 2011
Duty station:	Washington, D.C.
Salary:	\$35,000 to \$40,000 depending on experience, plus benefits

REQUIREMENTS:

Education:	College degree or equivalent
Experience:	2+ years relevant experience
Language:	Excellent level of English and Spanish required. Knowledge of French and/or Portuguese a plus
Interest:	A passion for international development

DESCRIPTION:

The Inter-American Institute for Cooperation on Agriculture is an institution focused on the development of sustainable agriculture in Latin America and the Caribbean. The candidate will work closely with the US Representative and staff in carrying out the annual office plan and all other tasks/projects as assigned. S/he will interact with Headquarters personnel and IICA's 34 offices throughout the hemisphere on a daily basis as well as with international organizations, the U.S. Government, U.S. Universities, U.S.-based foundations, and foreign embassies based in Washington, D.C. The candidate must possess the ability to interact tactfully both verbally and in writing with high level officials in a multi-cultural environment in both English and Spanish.

DUTIES AND RESPONSIBILITIES:

- Understand IICA administrative/financial and/or operational policies and procedures as assigned and ensure adherence to the same in implementing office functions and ensuring the overall quality of office outputs.
- Complete necessary tasks in the absence of the Office Administrator.
- Be thoroughly knowledgeable of the office's Plan, objectives and activities as well as IICA's institutional plans, objectives, and activities, including the Mid-Term Plan and Strategic Plan, and ensure adherence to the same in implementing office functions and ensuring the overall quality of office outputs.
- Assure all official travel arrangements for the Representative and other staff as assigned are completed accurately, cost-effectively and on a timely basis.
- Assist in the organization of official trips and events as assigned.

- Keep track of follow-up items for the Representative and provide frequent status updates. Undertakes and complete follow-up tasks as assigned.
- Keep the Representative's calendar and coordinate the office calendar to support daily, weekly and monthly activities of the office.
- Prepare briefing materials for the Representative for use on all official trips or for meetings.
- Complete research and other projects as assigned.
- Develop PowerPoint Presentations as needed.
- Manage all protocol matters such as meeting arrangements, receptions and visits by IICA officials.
- Manage the organization and preparation of staff meetings and agendas, as well as take minutes/notes of assigned meetings internally or externally.
- Prepare/draft correspondence as assigned, organize correspondence of the Representative, and assure that all responses are made on a timely and appropriate manner.
- Support technical staff as assigned in administrative and technical project support

QUALIFICATIONS

- Excellent interpersonal skills in order to deal tactfully and effectively with internal/external contacts at all levels in a multi-cultural environment.
- Strong written and verbal communication skills in English and Spanish and ability to draft official Memorandums, correspondence, meeting minutes and reports on a range of topics; ability to ensure accuracy and quality of documents and reports.
- Effective, proven skills in organizing, prioritizing, scheduling, planning and coordinating work and other activities internally and externally.
- Proven use of initiative and ability to lead, coordinate, oversee and execute administrative assignments in a prioritized and timely manner and disposition to support technical staff as needed.
- Effective detail orientation, analytical, research-including internet, and problem-solving skills
- Proven ability to work effectively in a team-oriented, multi-cultural environment.
- Thorough knowledge and use of relevant computer software, such as Microsoft Office and PowerPoint.
- Experience in agriculture, international organizations and/or with the U.S. Congress and U.S. Executive Branch are a plus.

Interested individuals should send a cover letter and resume to: Mrs. Hortensia Matho, hmatho@iicawash.org