



## JOB VACANCY

### **JOB VACANCY FOR A BILINGUAL EXECUTIVE SECRETARY**

**West African Farmer Organizations and Producers' Network (ROPPA) is looking for applications for the position of a bilingual Executive Secretary for the Technical Execution Unit based in Ouagadougou (Burkina Faso)**

#### **I. ASSIGNMENT :**

The overall assignment of the Bilingual Executive Secretary is the organization and Management of the Secretariat of the Technical Execution Unit

#### **II. JOB DESCRIPTION :**

Under the supervision of the Coordinator, he or she will have to:

1. Ensure the welcome and orientation of visitors of ROPPA
2. Type and editing in the two languages any mail, document, report or handwritten or typed notes
3. Translate into one or the other language any document with an administrative character
4. Record, distribute and classify all the correspondences of ROPPA
5. Ensure the good functioning of the mail, telephone and fax of ROPPA
6. Manage the photocopier and printers
7. Manage the appointments of the members of TEU and eventually of the Executive Committee
8. prepare, write and present to the Coordinator and Executive Committee any note, report and minutes related to the activities of ROPPA
9. manage the small expenditure cash box
10. on the request of ROPPA, accomplish any activity compliant with her area of competence

#### **III. PROFILE**

##### **Required qualifications**

The Bilingual Executive Secretary should have the following qualifications:

1. be a holder of at least a degree (BTS or DUT= A level + 2 or 3 years) in executive secretariat or any other equivalent degree
2. Have a perfect knowledge of English and French. The knowledge of Portuguese would be an advantage.
3. Have a perfect computer knowledge and automation applications
4. Have the sense of organization and be available at any time

*A university degree in literature (English, French) would be an asset.*

##### **Requirement**

The applicant should :

1. Have a team work spirit and be able to work under pressure
2. Have a spirit of initiative, discretion and a high sense of confidentiality

#### **IV. ADMINISTRATIVE INFORMATION**

##### **Conditions of application**

- Be a citizen of one of the ECOWAS state;
- Be at least 25 years old;
- Be of good morality and sane in mind and spirit;
- Have a professional experience of at least three (03) years;
- Be immediately available within the two months to come.

##### **Application file**

Application files should include the following documents:

1. A handwritten application addressed to the Chairman of the Executive Committee c/o Coordinator of the Technical Execution Unit of ROPPA;
2. A cover letter;
3. A recent, detailed, sincere and certified Curriculum Vitae by the candidate;
4. A birth certificate;
5. Copies of certificates and testimonials of work or services;
6. two (2) photos;
7. a criminal record dated of at least three months;
8. a copy of nationality certificate or any other nationality evidence document;

##### **Duration and conditions of contract**

The candidate will be recruited according to procedures and salary scale of ROPPA for two (02) renewable years, and after a probation period of three (3) months. He/she will work at the office of the Technical execution Unit of ROPPA based in Ouagadougou.

##### **Deadline for the submission of applications**

Applications should be submitted in a sealed envelope at the Secretariat of the Technical execution Unit of ROPPA at the address specified here below latest August **31, 2009** mentioning:

1. « By email to the following address [roppa@roppa-ao.org](mailto:roppa@roppa-ao.org)
2. By letter to The President of The Executive Committee C/O  
Coordinator of the Technical Execution Unit of ROPPA  
09 Box 884 Ouagadougou 09 Burkina Faso  
Phone : ++ 226 50 36 08 25- Fax : ++ 226 50 36 26 13  
Website: [www.roppa.info](http://www.roppa.info)

This announcement is available on the Website of ROPPA: [www.roppa.info](http://www.roppa.info)