



ToRs – BILINGUAL SECRETARY

Job description

Job title	Bilingual Secretary	Type of contract	Fixed-term 3 years contract (renewable, subject to a satisfactory performance evaluation)
Duty station	N'Djamena, Chad	Staff under his/her responsibility	XXX
Supervisor	Director of Administration and Finance (DAF)	Category	C5 of the working regime of LCBC

ABOUT LCBC

The Lake Chad Basin Commission (LCBC) is an Inter-State Organization which was established on the 22nd of May 1964 by the four Lake Chad riparian countries, namely Cameroon, Chad, Niger, and Nigeria. The Central African Republic (CAR) and Libya have joined the organization in 1996 and 2008 respectively, with the aim of promoting cooperation and management of water and other environmental resources in the Lake Chad Basin. Its mandate includes (i) the sustainable and equitable management of the waters of Lake Chad and other transboundary water resources in the Lake Chad Basin; (ii) the conservation of the ecosystems of the Conventional Basin; (iii) the promotion of regional integration, the preservation of peace and security in the Conventional Basin. This is achievable particularly through the implementation of projects and programmes aimed at improving access to potable water, strengthening the resilience of populations to climate change and consolidating peace and security in the region. In recent decades, however, the LCBC has been facing complex multidimensional challenges such as environmental degradation, poverty, insecurity, drastic reduction in the surface area of the lake, due to droughts, undue exploitation of resources and climate deterioration, etc.

THE FUNCTION

Under the direct responsibility of the Director of Administrative and Finance (DAF), the mandate of the Bilingual Secretary is to manage official income and outgoing administrative mails and all other relevant documents of the LCBC. He/she must process them, to make them available to users and filing them.

THE ROLE

KEY RESPONSIBILITIES



The duties and responsibilities of the position of the Bilingual Secretary include, but are not limited to, the following:

- Welcome guests and answer telephone calls;
- Receive, process and direct calls and telephone messages;
- Process mails and files as well as all other relevant documents (registration, triage, dissemination, and filing);
- Schedule meetings, keep Director's agenda;
- Participate in the planning of meetings in electronic agendas and booking of meeting rooms;
- Book meeting rooms, set up conference calls, and take messages and minutes during meetings;
- Process and edit documents, notes, letters, decisions, minutes, orders;
- Draft administrative letters;
- Take notes and prepare minutes;
- Prepare and follow up on files;
- Photocopy documents;
- Filing documents: letters, minutes, decisions;
- Manage office supplies and materials (photocopier, fax);
- Perform administrative tasks, including filing and photocopying;
- Handle correspondence (incoming and outgoing) and other documents;
- Implement and/or develop office procedures and record systems;
- Manage database entry and client files;
- Document financial information ;
- Make and confirm travel arrangements;
- Maintain confidential department files/records;
- Perform routine bookkeeping tasks ;
- Take part in the preparation of presentations and reports;
- Maintain "incoming and outgoing" mail records (regular mail, email);
- Maintain an up-to-date chronogram of correspondence at the start, all types of mail combined (e-mail, classic mail),
- Maintain the filing of records in a simple, efficient and familiar way, both for paper and electronic documents.

QUALIFICATIONS AND EXPERIENCE

- Be a holder of an Advanced Professional Diploma (or BTS' degree) in Secretarial duties or any other equivalent diploma;
- Be bilingual (French/English) ;
- Proficiency in the Microsoft office suite (Word, Excel, PowerPoint, Outlook, OneNote, Teams, Zoom, etc.);
- Experience in data processing, accounting, or other necessary skills;
- Five (5) to 10 years of professional experience;
- Have very good oral and writing skills;
- Be courteous, available, responsive, and versatile or multiskilled;
- Be open-minded and able to work in a team;



- Be proactive and multitasking ;
- Excellent organizational and priority management skills;
- Work under pressure and independently;
- Commitment to high ethical standards, integrity and transparency;
- **Age limit: Maximum 44 years old.**

To apply, please send your application (Letter of motivation, Curriculum Vitae, Criminal records dated less than 3 months, officially certified copies of diplomas and work certificates, with 3 employer reference persons (Last employer preferably), by....., with the words "Application for the position of Bilingual Secretary" at the LCBC Executive Secretariat, Place de la Grande Armée, N'Djamena, Chad – P.O. Box 727 or by email at: vacancy@cblt.org

Please note that the LCBC guarantees equal opportunities for everyone, promotes the diversity of its team and a zero-tolerance policy for bribery and corruption. In addition, it does not accept any payment as part of this recruitment process. Only shortlisted candidates will be contacted.

In the event of a final selection, the following will be required:

- *The originals of the highest diplomas declared;*
- *A copy of the criminal records;*
- *A certificate of medical check-up and follow-up issued by an occupational physician;*
- *Other personal documents (civil status certificates of family members, etc.)*