

WORLD HEALTH ORGANIZATION
INTERNATIONAL AGENCY FOR RESEARCH ON CANCER
Lyon, France

Vacancy Notice N° SSA/2010/1

**DEADLINE FOR
APPLICATIONS
15 JUNE 2010**

- POSITION** : Social Adviser
- SECTION/GROUP** : Division of Administration and Finance (DAF)
Human Resources Office (HRO)
- CONTRACT TYPE** : **External contractor** – The signatory shall have the status of a contractor and shall not be considered in any respect as a staff member of IARC/WHO.
- DURATION** : 1 year, renewable.
- EMPLOYMENT CONDITIONS** : Part-time arrangement of 12 hours/week – Exact hours to be mutually agreed upon.
- SALARY** : Euro 770 per month (gross)
- DUTY STATION** : Lyons, France

DESCRIPTION OF DUTIES:

Under the supervision of the Human Resources Officer the incumbent will perform the following duties:

1. Help newly recruited staff members, consultants, fellows and visiting scientists, and their accompanying families to adapt themselves to the living conditions in Lyons, including:
 - Contacting newcomers prior to arrival in order to obtain all necessary information;
 - Assisting in the search for suitable accommodation, negotiation with "Régies" and assistance with installation and departure formalities (telephone, electricity, internet subscriptions, home/vehicle insurance, etc).
 - Providing assistance and advice on integration into the French community, in particular with regard to education and social affairs.
2. Upon request, advise and counsel all categories of staff, on issues related to education, housing or utilities and the functioning of the French administration.
3. Provide regular feedback to Human Resource Officer and maintain *relocation files* up-to-date.
4. Any other related duties as required by supervisor.

MINIMUM QUALIFICATIONS REQUIRED

EDUCATION .

Administrative qualification. Specific training in law is an asset.

SKILLS AND COMPETENCIES

The applicant should:

Have good knowledge of the French social, health, administrative, and educational system.
Have good knowledge of the Lyons area.



**WORLD HEALTH ORGANIZATION
INTERNATIONAL AGENCY FOR RESEARCH ON CANCER
Lyon, France**

Be able to acquire a good basic knowledge of WHO/IARC policies and a good understanding of problems met by international staff (e.g. education of foreign children).

Have very good ability to communicate, both in English and French, with people of different nationalities and various cultural backgrounds.

Be able to establish and maintain harmonious relations with staff at all levels and with outside interlocutors.

Have tact, courtesy and discretion are equally important.

EXPERIENCE

At least two years' experience in related area.

LANGUAGES

Excellent knowledge of English and/or French with a very good working knowledge of the other.

DEADLINE FOR APPLICATIONS: 15 JUNE 2010

Candidates must complete a [Personal History Form](#) and should include a photograph.

Applications must be sent to: hro@iarc.fr

NB. This Email address should ONLY be used for vacancy applications. Due to the large number of messages other type of correspondence may not be answered.

This vacancy is open to applicants of either sex.

Only candidates under serious consideration will be contacted for interview and test.



WHO/IARC has a smoke-free environment and does not recruit smokers or other tobacco users.