

**OTIF**



**ORGANISATION INTERGOUVERNEMENTALE POUR  
LES TRANSPORTS INTERNATIONAUX FERROVIAIRES**

**ZWISCHENSTAATLICHE ORGANISATION FÜR DEN  
INTERNATIONALEN EISENBAHNVERKEHR**

**INTERGOVERNMENTAL ORGANISATION FOR INTER-  
NATIONAL CARRIAGE BY RAIL**

INF. 43

**Secrétaire général  
Generalsekretär  
Secretary General**

**B 06-07/1.2009  
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**TO THE GOVERNMENTS OF THE MEMBER STATES OF OTIF**

Vacancy in the secretariat of the Intergovernmental Organization for international Carriage by Rail (OTIF)

Par souci d'économie, le présent document a fait l'objet d'un tirage limité. Les délégués sont priés d'apporter leurs exemplaires aux réunions. L'OTIF ne dispose que d'une réserve très restreinte.

Aus Kostengründen wurde dieses Dokument nur in begrenzter Auflage gedruckt. Die Delegierten werden daher gebeten, die ihnen zugesandten Exemplare zu den Sitzungen mitzubringen. Die OTIF verfügt nur über eine sehr geringe Reserve.

For reasons of cost, only a limited number of copies of this document have been made. Delegates are asked to bring their own copies of documents to meetings. OTIF only has a small number of copies available.

1. In accordance with Article 26 § 3 Staff Regulations (SR) the Secretariat shall inform the Member States in good time of any vacant post at senior grade and in grade 1 to 3.
2. The graduate translator for German and French in the Secretariat, [REDACTED] [REDACTED] has by letter of 23 December 2008 resigned in accordance with Article 46 in conjunction with Article 32 § 1 SR . According to Article 32 § 1 the resignation becomes valid on 31 March 2009.
3. With regard to Article 26 § 3, 3<sup>rd</sup> sentence, SR in the version adopted the Administrative Committee on 21 May 2008 the minimum period for appointment by the Member States in cases where a post becomes vacant as a result of resignation in accordance with Article 46 or request for retirement in accordance with Article 48, shall be 3 months. Consequently this period ends on 6 April 2009.
4. The Secretary General intends to classify the post of graduate translator in grade 2 (Second Secretary) within the classification of grades in accordance with Article 10 SR. Doing so he acknowledges the necessity to keep open a possibility for promotion.
5. In accordance with the decision of the Administrative Committee at its 103<sup>rd</sup> meeting (Berne, 12/13.05.2005) on future personal policy the Secretary General was invited to make the Secretariat more international. Consequently Member States are encouraged to present applications of own or citizens from other OTIF Member States.
6. The Secretary General intends to decide on the succession of [REDACTED] immediately after the end of the period for applications in order to request the approval of the Administrative Committee in accordance with Article 26 § 2 SR at its 111<sup>th</sup> session (Berne, 13/14 May 2009).
7. Article 12 § 1 stipulates, that posts at grade 2 shall require the ability to take the initiative, organization skills, willingness to assume responsibility and a high level of independent work. The successful applicant will be recruited internationally in accordance of Article 29 § 1 SR, if the related requirements are fulfilled. Additional basic requirements are set out in Article 12 § 3 SR.
8. Specific requirements will follow description of duties applicable for the post. These describe the appointment as graduate translator
  - from French to German
  - from German to French
  - from English to German and French as well as
  - in cases of temporary replacements from German or French to English.

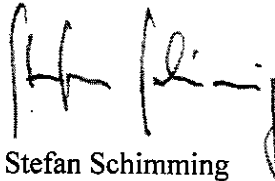
The activities comprise also the control of texts of other member of the Secretariat. If necessary the new staff member will also act as consecutive interpreter in deliberations in the three official languages of OTIF. For this preparedness for official travel is required.

Applicants should have a professional experience of at least 10 years. Applications of Member States may be sent to the attention of the Secretary General until

**6 April 2009**

to the Secretariat of the Organization, Gryphenhübeliweg 30, CH-3006 Berne.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Stefan Schimming', written in a cursive style.

Stefan Schimming  
(Secretary General)