



Issued on: **12.06.09**

Deadline For Application: **27.06.09**

POSITION TITLE:	Assistant FAOR (Administration)	GRADE LEVEL:	NOA
		DUTY STATION:	FAO Representations - Various locations
ORGANIZATIONAL UNIT:	OCD	DURATION:	Fixed-term: 24 months
		POST CODE/N°:	
		CCOG CODE:	

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the FAO Representative heading a Country Office, assume responsibility for the planning and implementation of the administrative and financial activities of the Office including co-ordination and supervision of administrative and support staff as indicated by the requirements and structure of the Office. Specifically, to:

- Provide support and advice to the FAO Representative in the area of office management and administration;
- Analyse and maintain an overview of the work of the office to ensure that timely administrative support is provided in general and specialized areas;
- Prepare detailed schedules, perform administrative and personnel functions, including recruitment, orientation, training and supervision of support personnel;
- Brief FAO staff, project staff and consultants in administrative and personnel matters; liaise with offices of host Government, Regional Offices, Sub-regional offices and technical and administrative divisions at Headquarters in this respect;
- Maintain an Imprest Account and prepare monthly statements of expenditure;
- Contribute to the preparation of budgetary proposals and financial estimates; establish and maintain effective financial controls; act as Certifying Officer ensuring appropriateness of expenditure within approved budget;
- Establish detailed requirements for equipment and arranges its procurement, inventory and control;
- Participate in the development and adoption of standard computerized applications in accounting, information and other IT systems and initiatives e.g., virtual library, e-registry etc. by the Representation.
- Monitor the application of the security guidelines (including training and procurement of security equipment) to ensure full compliance of the office with the Minimum Operational Security Standards (MOSS).
- Provide administrative and operational backstopping to projects;
- Perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in a field related to business or public administration or extensive work experience in relevant areas.
- Three years of professional experience in the field of management, administration, accounting, budgetary or personnel management, including supervisory experience and exposure to personnel management
- Working knowledge of the language used for communication with the country (English, French or Spanish). Knowledge of the official language used by the Government and of the most widely used local language

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of length and breadth of experience in the field of office management and administration including supervisory experience
- Relevance of academic qualifications in a field related to business or public administration and good computer literacy in administrative systems and standard office packages
- Previous UN experience and knowledge of UN rules and procedures
- Analytical and supervisory ability and ability to apply rules and regulations in the subject field
- Ability to communicate clearly and concisely
- Demonstrated client and result-oriented approach
- Ability to work in a team and to mobilize team effort

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

*This vacancy is open to male and female candidates. Candidates who have already applied for the position do not need to re-apply as they will automatically be considered. Applications from qualified women candidates and applications from qualified candidates from non/under-represented member states are encouraged. Please note that **FAO** staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.*

FAO IS A NON-SMOKING ENVIRONMENT

GUIDELINES TO APPLICANTS

Examine carefully the relevancy of your qualifications by reviewing the Duties & Responsibilities of the position and the requirements that are needed in order to perform the job successfully.

HOW TO APPLY

Please provide a **completed FAO Personal History Form**, found on the Internet site.

- Your application should be typewritten (where possible), signed and dated.
- Clearly indicate in the appropriate box on the Personal History Form and on the front of your application, the title of the post and the Vacancy Number.
- Submit a separate application for each position for which you are applying.
- Send your application to the address (mail, e-mail, or fax) indicated on the Vacancy Announcement.
- Internal candidates should provide 10 copies of their application.

Applicants will be contacted directly if selected for an interview.

FILLING IN THE FAO PERSONAL HISTORY FORM

LANGUAGE SKILLS

Please list the languages with which you are familiar, beginning with your mother tongue, indicating the extent of your knowledge as:

- Excellent/Good = Working knowledge: You will be expected to work independently using the language required, to prepare a variety of written communications (correspondence, reports, working papers, etc...), to participate actively in meetings and in work-related discussions, etc.
- Fair = Limited knowledge: You will be expected to follow work related discussions or meetings, even though you may wish to intervene in another official language. You will be expected to participate in simple conversations, to use the telephone, to read and understand work-related texts and to write simple communications, etc.
- Slight

COMPUTER SKILLS

- Indicate your word processing skills and knowledge of database/spreadsheet (e.g. Excel, Access), or any other office automation software known and used.
- If applicable, specify your work experience in data entry/retrieval and programming skills. Indicate knowledge of programming languages and operating systems.

ACADEMIC QUALIFICATIONS

Starting with the present and going in back in time, please give details of:

- Period of study with name and location of the academic institution,
- Title of study obtained, both in the original language and in English, indicating the subject(s) of specialization and year degree* was/is to be awarded,
- List any other relevant training or formal education that may be relevant to your application.

If selected for an interview, you will be expected to provide FAO with certified copies of your academic qualifications.

** A university degree is a title of study substantiated by at least 3 years of full time study (equivalent to a BA or BSc) from a bona fide institution. An advanced university degree is equivalent to a Masters degree.*

EXPERIENCE

- Relevant professional experience is counted from the time of attainment of the first relevant degree.
 - Endeavour to demonstrate how your experience meets the requirements of the post.
-