



FOOD AND AGRICULTURE ORGANIZATION  
OF THE UNITED NATIONS

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FAO Representation - Pakistan

**INTERNAL VACANCY ANNOUNCEMENT No. VA # 0**

**Post Title:** Administrative Officer  
**Type of Contract:** National Project Personnel  
**Duration:** 7 Months with possibility of extension based on satisfactory performance  
**Duty station:** Islamabad  
**Issuing date:** 07 December, 2010  
**Closing date:** 10 December, 2010

**Duties and Responsibilities:**

Under the overall supervision of the FAO Representative and the direct supervision of the International Administrative Officer, the incumbent will be responsible for the following duties: The incumbent works with adequate leeway for independent action and gives guidance to clerical and/ or junior administrative support staff. The incumbent will be specifically responsible to:

- Assist the International Administrative Officer in smooth running of administrative/security and IT related matters of all TCE-operated ERCU projects in Pakistan to ensure quality control in the administration process.
- Set up and maintain a database/monitoring system to enable keeping track of the International Staff/Consultants missions to Pakistan;
- Preparation of request and monitoring of Hazard Payments for International staff members/consultants with close coordination with the staff responsible in HQ.
- Be the main responsible person for the administration of the office; ensure the maintenance of the office premises and space requirements; that premises have adequate security arrangements.
- Coordinate and control the workflow and monitor office support processes, including management information, for quality and efficiency; prioritize, distribute and monitor the work of subordinate staff for whom the incumbent is the immediate supervisor.
- Assure and manage appropriate information sharing and maintenance of all personnel and administrative procedures and regulations.
- Supervise the IT support staff to ensure the maintenance of a reliable IT infrastructure within the project offices.
- Oversee the preparation of post descriptions, vacancy announcements, screening of applicants, in the various teams.
- Identify operational, administrative and other constraints which may affect programme implementation and propose solutions to improve quality, timeliness, cost effectiveness;
- Provide general guidance and training on matters relating to equipment, office supplies and transportation, other administrative and human resources matters in line with the Organization's rules.

- Train and support staff handling administrative and operational support to field projects offices
- Provide logistical support (travel arrangements, including visas, tickets, etc.) to the project team.
- Facilitate field visits for all project staff and make appropriate travel and accommodation arrangements as required
- Facilitate in obtaining security clearance internal/external for National and international missions in line with UNDSS advisories.
- Be responsible for maintenance and operation of project's vehicles; supervise drivers in day to day operations.
- Monitor daily security situation within office and liaise with Agency Security Focal Point (ASFP)
- Liaison with ASFP for security updates and security assessment countrywide or individually as requested and support ASFP in other security related matters as and when required.
- Assign daily duties to security personnel/security guards, ensuring that posts are manned at all times; intervene personally to resolve problems or refer them immediately to the supervisor;
- Liaise closely with UNDP/UNDSS, regarding operations, related to administration, security;
- Perform other related duties as required.

### **Qualifications and Experience:**

**Knowledge and Skills:** University Degree in business administration, public administration, finance, economics or related field. Strong Interpersonal skills including ability to establish and maintain effective working relationships. Ability to organize, supervise the work of staff. Strong ability to work under pressure and against tight deadlines. Strong drafting and interpersonal skills, honesty, orientation on achievements Good working knowledge of English as well as local languages.

**Experience:** Five Years of relevant experience in field of administration, accounts, general office management and Security. Familiarity with FAO / UN administrative field programme procedures and rules is desirable.

**IT Skills:** Ability to effectively use standard office software's, such as MS Office (Windows, Word, Outlook, Excel, Power point, etc. Knowledge of FAO Corporate systems and data bases, such as Field Programme Management Information System (FPMIS) , Country Office Information System (COIN) will be an added advantage.

### **Applications to be submitted to:**

**Ms. Faiza Younas**  
**HR Assistant-ERCU Program**  
**House # 3 Street 58, Sector F-7/4, Islamabad. OR**  
**Through email: [Faiza.Younas@fao.org](mailto:Faiza.Younas@fao.org)**