

Terms of Reference

Junior Secretary/Receptionist

GCP/PAK/115/EC

Under the overall supervision of the FAO Representative in Pakistan, and the day to day supervision of the Project Manager for the EU Food Facility in Pakistan, the incumbent will be responsible for assisting the project management of the EU funded food facility in Pakistan (GCP/PAK/115/EC). The Secretary will work with some leeway for independent action and may handle confidential and sensitive matters and material. He/she will assist the project manager and his team in the day to day management of project operations and related administrative work. The incumbent will perform the following duties:

- Receive visitors, external staff (experts, consultants, etc.), suppliers, colleagues from other regional and UN agencies and other national and international institutions coming to the Project Office; inform and direct them to the appropriate project office staff.
- Operate the switchboard; receive and place incoming telephone calls; provide introductory information regarding the project office structure, its responsibilities and the responsibilities of its office staff.
- Receive, answer and/or direct incoming e-mails enquiring general information about the Representation.
- Receive, direct and mail all hard copy correspondence and documentation, including faxes.
- Maintain communications and correspondence logs.
- Set up, update and maintain directories, telephone and e-mail lists, office records and files, reference guides, and manuals.
- Type correspondence, administrative forms and documents, and any other material as required.
- Maintain and send out information material about / from the FAO Representation, Country, etc.
- Carry out support tasks regarding the production and distribution of reports, including the collection and assembly of background material, photocopying, collating, mailing, etc.
- Carry out simple administrative duties, such as making travel arrangements, organize meetings and events held in the country, etc.
- Perform any other related duties as required.

Qualification Requirements

Education:

Secondary school education.

Work Experience:

Three years of experience as secretary and / or in office support functions (preferably with UN Agencies and Diplomatic Missions)

Languages:

Working knowledge of the FAO official language used for communication within the country (English). Working knowledge of the local language(s) is required.

IT Skills:

Good knowledge of MS Office applications. Good knowledge of all communications equipment.

Work Management Skills:

Ability to organize work, set priorities and meet deadlines. Systematic approach to work assignments, ensuring accuracy and consistency.

Interpersonal Communications and Teamwork Skills:

A cooperative spirit, flexibility and openness to work in an international environment is needed. Tact, courtesy and a high level of trustworthiness are essential personal attributes

Duty station: Islamabad.

Duration of assignment: One Year (extendable) 3 months probationary

Note: -

- Candidates having experience in the FAO livelihoods, relief and emergency programme will be given preference.
- Female candidates are encouraged to apply.