



FOOD AND AGRICULTURE ORGANIZATION
OF THE UNITED NATIONS

FAO Representation - Pakistan

VACANCY ANNOUNCEMENT

Job Title: Program Assistant

Total Positions: 5

Job Type: NPP

Job Location: Peshawar, Multan, Sukkur, Jacobabad and Hyderabad

Minimum Education: Graduate/ B.Com or Diploma/ Trainings in relevant field

Career Level: Experienced

Minimum Experience: 3-5 Years

Work Permit: Not Required

Apply By: 12 December, 2010

Posted On: 08 December, 2010

Job Description:

Under the overall supervision of the FAO Representative for Pakistan, under the guidance of the FAO National Cluster Coordinator, the direct supervision of the Provincial Cluster Coordinator, and in full collaboration with other colleagues and units of the FAO Office in various provincial locations, the Program Assistant will carry out the following duties:

Specific Duties

- Assist the Cluster and Assistant Cluster Coordinator to strengthen cluster coordination at the provincial level;
- Manage the flow of information for the Cluster (paper and electronic correspondence, website update and newsletter);
- Manage the Cluster documents (printing, organizing, and filing of documents);
- Organize the logistics of the Cluster Coordinator and Assistant Cluster Coordinator in collaboration with FAO administrators at both provincial and national levels;
- Help to finalize and distribute meeting agendas, according to standard format; and
- Record and finalize minutes of meetings in standard format.

General duties and expectations

- Work in collaboration and mutual respect with all FAO colleagues.
- Manage and maintain the office space.
- Able and willing to undertake other related tasks that require new skills and expertise.
- Attend training courses when and if needed.

- Perform any other related duties as requested by the Cluster or Assistant Cluster Coordinator.

Qualification & Skills Required

- Graduate/ B.Com with minimum three years of administrative/program support experience. Diploma with minimum 5 years of relevant work experience.
- Previous knowledge of and work in emergency and development assistant projects.
- Excellent command of the English language (both spoken and written).
- Computer fluency is a must. Very good knowledge of Word and Excel. Database experience is a strong advantage.
- S/he should have good writing skills, analytical capacity, fluency in written and spoken English, in general possess good communication skills.
- Must have a high sense of responsibility, work precisely and pay great attention to details;
- Candidate must have the ability to work harmoniously with people of different national and cultural backgrounds.
- Strong communication skills and strong spirit of teamwork.

Duration

Initially for 4 months with possible extension depending upon performance and availability of funding.

Women are strongly encouraged to apply. FAO is an equal opportunity employer.