

Terms of Reference
Senior Secretary
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, screen, file, distribute, draft, format, and monitor incoming and outgoing correspondence and documentation; select and abstract pertinent material for supervisors' review; identify complex or sensitive material for special treatment; review outgoing correspondence and documentation for correct format, grammar, spelling and conformance with FAO and country policies and procedures; attach necessary background information; maintain a follow-up system.
- Screen and place calls; respond to telephone, e-mail and personal enquiries; refer non-recurring matters and difficult issues to the project manager.
- Manage the calendar of the Project Manager; schedule appointments; brief the Project Manager on matters before meetings and trips.
- Type and format reports, presentations, publications, and other documentation material for the Project Manager and Project Officer.
- Maintain control of records and files; follow-up on deadlines to Project Manager and officers for their action.
- Select a variety of information from various sources (e. g. Intra-/ Internet, office files, FAO information and documentation); compile background information and reference material as appropriate.
- Work closely with the FAO Representative on all protocol related issues.
- Make travel arrangements in close cooperation with the project administration and finance unit.
- Organize meetings and events held in the country, by arranging for meeting facilities, equipment, catering, travel, logistics, etc; prepare correspondence and assemble documents for participants; provide administrative and secretarial support during the meetings.
- Take minutes at the supervisors' / office's internal and/or official meetings.
- Coordinate the provision of central office support services, e.g. office supplies, translations, printing, building services, etc.
- Perform other related duties required.

Qualification Requirements

Education:

Secondary school education. Secretarial training. Training in office management and/or general administration.

Work Experience: Five years of progressively responsible secretarial and/or clerical experience.

Languages:

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

IT Skills:

Ability to effectively use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Power Point, Exchange) et al. Very good typing skills.

Duty station: Islamabad, Pakistan with travel to project areas if required.

Duration of assignment: 3 months probationary with possibility of extension

Security: the incumbent must contact regularly the designated UN security officer in order to be briefed on all the recommended security measures. In case this procedure is not correctly applied, the consultant may not be covered under the Malicious Acts Insurance policy.