



Food and Agriculture Organization of the United Nations

Administrative and Finance Assistant (OSRO/INS/301/USA)

NPP 5

The Administration and Finance Assistant is a member of the OSRO/INS/301/USA project team that facilitates the day-to-day activities of the project in line with the project work plan. He/she assists in the development of monthly schedules, and provide administrative and logistic support for field operations of the OSRO/INS/301/USA project, and provides support to the technical team for these operations.

Under the overall supervision of the FAO Representative in Indonesia, under the supervision of the Operations Coordinator, Head of the Operations Support Unit, and direct supervision of the national FAO National Project Manager, “Reducing Disaster Risks Caused by Changing Climate in NTB and NTT Provinces in Indonesia Project”, the incumbent will have responsibility for the following tasks:

- Support the working/operation of the project team;
- Provide logistic and administrative support for program activities as required
- Handle Petty cash and its financial reporting
- Prepare budget estimates and list of needed supplies for project activities, such as trainings, workshops, seminars, meetings, etc
- Facilitate all logistical / administrative needs during such events.
- Provide proper and updated documentation of logistics / finance during project activities.
- Create routine office reports including petty cash reports, staff attendance forms, correspondence reports, security approvals, and other forms as required.
- Monitor supplies and equipment for the project – complete the project inventory form.
- Ensure project vehicles are in good condition, checking the logbook , make sure the vehicle covered by insurance and drivers have operational cash to support project activities.
- Liaise with the Operations Unit in the FAO Representation, for the reporting, planning, and provision of goods and services.
- Liaise with government or stakeholders and prepare the handover of documents before end of the project.
- Organize the procurement of services and equipment required for running the program in line with FAO procedures, including cross checking of selected vendors as required.
- Conduct other duties related to the implementation of the Programme as required

Behavioral Competencies

- Demonstrates commitment to FAO vision, mission and values;
- Demonstrates strong oral and written communication skills as well as interpersonal and public relation skills in order to build better understanding and support amongst team members;
- Organises actions and tasks so that items are not neglected; manages multiple tasks while paying attention to timelines, resources, and other people’s needs
- Work independently or with others, as so required to deliver the best possible work

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Academic Qualification

- University graduate with minimum bachelors' degree in public administration, finance or other relevant field

Technical Competencies and Experience Requirements

- Minimum three (3) years progressive administrative and finance works experience in a development project
- Possesses work experience in providing administration and logistical support
- Possesses work experience the administration of project budgets, including financial reporting
- Fluency in Bahasa Indonesia and a good command of writing and speaking English.
- Proficiency in MS Office particularly Word, Excel and PowerPoint.
- Excellent organizational skills and ability to handle volume of work in an efficient and timely manner.
- Ability to produce high quality work under pressure and meet all deadlines.
- Ability to work in a multi-cultural environment with sensitivity and respect diversity.
- Ability to work with minimum supervision.

Duty station:

- Kupang, NTT Province

Duration:

- 7 months

GENERAL NOTE TO ALL APPLICANTS:

Interested candidates should submit a CV and a covering letter clearly stating their relevant skills, experience, vacancy and reference code by e-mail to:

E-mail: FAO-ID@fao.org

Submission DEADLINE: 23 November 2016

FAO regrets to inform applicants that only short-listed candidates will be contacted.