



**Food and Agriculture Organization  
of the United Nations**

## **Terms of Reference for consultant**

Title: Administrative coordinator

Division/Department: CGIAR Independent Science and Partnership Council (NRD)

Location: FAO HQ, Rome, Italy

Expected Start Date of Assignment: As soon as possible

Duration: 11 months (full-time)

Reports to: James Stevenson, Agricultural Research Officer, and Tim Kelley, Secretary of SPIA

Remuneration: Competitive, commensurate with experience (PSA contract)

### **General descriptions of tasks and objectives to be achieved**

The CGIAR Independent Science and Partnership Council (ISPC) Secretariat, hosted at FAO within the Natural Resources division, is managing a major new program (2013 – 2015) of “Strengthening Impact Assessment in the CGIAR” through the [Standing Panel on Impact Assessment](#). Funding from several donors has been secured and we require support from a consultant to set up and maintain a system for tracking expenditures against the overall budget, as well as overseeing all administrative tasks related to the day to day management of the program, collaborating with other administrative staff in the secretariat as required. The consultant will also assist professional staff as required in the development of the reports to donors on the program.

### **Experience and qualifications required**

*Education:* University degree in business or public administration (desirable) or, secondary school education (essential) supplemented with certificate/training in business administration or finance (desirable).

*Experience / skills:* Five years of progressively responsible experience in financial management or administrative positions (essential); Excellent IT skills (essential), particularly Excel (especially pivot tables); Clear communication skills in English (essential); Knowledge of administrative and financial management processes used in international organizations such as FAO (desirable); Knowledge of the work of CGIAR (desirable); Experience of using content management systems (especially Drupal) to update websites (desirable).

*Language:* Excellent knowledge of English (essential); Limited knowledge of other official UN languages (desirable).

### **Key Performance Indicators**

*Outputs:* The main initial output (by end of 2013) will be an Excel-based set of worksheets for managing and tracking expenditures against the overall program budget. Later outputs will be contributions to the financial and technical reports to the program donors.

### **How to apply**

Interested applicants should send a copy of their CV with a cover letter via email to [James.stevenson@fao.org](mailto:James.stevenson@fao.org) **no later than 9am Thursday 19<sup>th</sup> September 2013.**

The duration of the consultancy is for 11 months and may be extended subject to availability of resources and review of incumbent performance. The administrative coordinator will be located at the Food and Agriculture (FAO) Headquarters in Rome and will be under contract with FAO assigned to work on CGIAR affairs.