



POSITION TITLE:	Administrative Officer	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	Subregional Office for Eastern Africa SFE	DUTY STATION:	Addis Ababa, Ethiopia
		DURATION *:	Fixed Term: 3 years
		POST CODE/N ^o :	C/1076973
		CCOG CODE:	1A12

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

DUTIES AND RESPONSIBILITIES

Under the supervision of the Subregional Coordinator and the functional guidance of the relevant HQ units in CS Department and OSP, the incumbent coordinates and supervises overall administrative, financial, budget, planning and office management activities of the Office in support to the FAO's regular and other programmes, including the Emergency Programmes and field projects in the Subregion where relevant. Specifically, to:

- advise the SRC in the preparation of the Programme of Work and Budget (PWB) in consultation with relevant technical officers and the HQ technical divisions; prepare and consolidate the SRO workplans for submission to OSP and the respective HQ technical divisions; propose revised plans and strategic measures to the SRC to implement successfully the biennial programme of work and monitor effectively budgetary trends;
- prepare SRO periodic budgetary reports for submission to the SRC and OSP; prepare post planning and monitoring and other regular and ad hoc reports;
- in line with corporate standards and guidance from OSP, contribute to the development of results-based management concepts and policies and monitoring and reporting procedures;
- act as SRO focal point for the development, implementation and post implementation of corporate activities, identify operational, administrative, information technology and other constraints and propose solutions to improve quality, timeliness and cost effectiveness;
- overview the maintenance of imprest accounts and other budgetary reports, act as Certifying Officer, monitor availability of funds under all programmes; ensure that financial commitments and expenditures are accurate and consistent with established guidelines and are reflected into computerized planning and financial systems;
- provide guidance and training to Office staff and field project personnel on all administrative and operational matters and undertake special missions for training staff in other FAORs Offices, SROs and host Governments on budgetary, financial and managerial issues in line with the Organization's regulations, policies and procedures;
- act as focal point for assessment of training needs and organization of training events as well as other human resources issues relevant to the office (e.g management of NSHR, recruitment, escalating issues to the HR division or Shared Service Centre, etc.);
- ensure the management of Office's premises, the allocation of space and the provision of services for the renovation and the maintenance of premises and other required services including security for MOSS compliance and act as FAO focal point for security matters
- maintain liaison with HQ units to resolve complex issues, deal with Internal and External Auditors and prepare replies to audit observations and queries;
- provide operational and managerial support to field projects and liaise with TCD and other divisions to facilitate timely financial and human resources actions
- organize and participate to subregional meetings, workshops, celebrations and other events;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in business or public administration, accounting or a related field
- Seven years of relevant experience in the field of financial management, including experience in planning, financial and general administration in a large organization;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in administration and financial management including accounting, procurement and human resources administration;
- Ability to organize, coordinate and supervise work of a large team of staff
- Ability to organize programme proposals and monitor programme implementation;
- Excellent communication skills, both orally and in writing
- Extent of understanding and knowledge of the UN administrative, financial, budgetary and programme policies, rules and procedures
- International exposure, including extensive experience in developing countries

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

*** The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to: V.A **2485-SFE**
 FAO Subregional Office for Eastern Africa
 PO Box 5536
 Fax No: +251 115 51 52 66
 E-mail: FAO-SFE@fao.org

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

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