



Issued on: 15 April 2014

Deadline For Application: 06 May 2014

POSITION TITLE:	Administrative Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Juba, South Sudan
ORGANIZATIONAL UNIT:	FAO Office in South Sudan (FRSSD)	DURATION *:	12 months (with possibility of extension, subject to continuity of funding)
		POST CODE/N°:	N/Unidentified**
		CCOG CODE:	

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

Persons with disabilities are equally encouraged to apply

All applications will be treated with the strictest confidence

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization

DUTIES AND RESPONSIBILITIES

Under the supervision of the FAO Head of Office in South Sudan, with functional guidance from the Field Programme Officer (FAOR Network – RAF) in the Regional Office for Africa, and in consultation with the relevant administrative divisions at FAO Headquarters, the incumbent will provide support in programme execution. In particular, the incumbent will:

- analyse accounts, review regular financial reports and prepare reports and correspondence;
- provide financial advice and guidance to the team in implementation of the programme;
- liaise with FAO headquarters' finance, administration, personnel and other implementing partners to ensure implementation of programme activities;
- prepare non-standard financial reporting for clearance by the Finance Division;
- ensure compliance with audit observations and rectification of deficiencies;
- maintain database systems relating to infrastructure, transport, logistics and security liaising with the national and state governments and other organizations;
- act as the focal point for field security operations and assist the FAO field programme management in developing and implementing measures to ensure the security of FAO personnel and property, in accordance with UN security procedures;
- ensure adequate arrangements for programme staff, including office space, equipment, communications and security;
- support programme management in administering personnel actions and ensure that the field national team, consultants and other personnel providing services are adequately briefed on administrative and personnel matters;
- provide overall guidance to project staff on matters concerning travel, transportation, equipment, supplies, visas, permits, etc.;
- perform other related duties as required.

****APPOINTMENT/PROMOTION TO THIS POSITION IS FOR DURATION OF ASSIGNMENT ONLY**

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in business or public administration, accounting or related field or equivalent certification from a recognized professional accounting institute (CPA, CA);
- Five years relevant experience in the field of general administration and financial management, including experience in accounting in a large organization;
- Working knowledge of English.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of relevant experience in administration and financial management including accounting and personnel administration;
- Ability to analyse programme proposals and monitor programme implementation;
- Ability to organize, coordinate and supervise work of others;
- Extent of knowledge of the UN administrative and financial policies, rules and procedures;
- Extent of international exposure, including experience in developing countries;
- Excellent oral and written communication skills in English;
- Knowledge of Arabic or one of the other languages of the Organization would be an asset.

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/>

For guidelines to applicants, please visit the Application Toolkit at: <http://www.fao.org/employment/current-vacancies/project/en/>

Send your application to: V.A FRSSD-28-14-PRJ
Director, TCE
FAO Viale delle Terme di Caracalla 00153 Rome, Italy
FAX: : + 39 06 5705 4941
E-mail: VA-FAOSS-2014@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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