



POSITION TITLE:	<b>Administrative Officer</b>	GRADE LEVEL:	<b>P-3</b>
ORGANIZATIONAL UNIT:	Fisheries and Aquaculture Department	DUTY STATION:	<b>Victoria, Seychelles</b>
		DURATION *:	<b>Fixed term: one year (with possibility of extension)</b>
		POST CODE/N°:	<b>2004299</b>
		CCOG CODE:	<b>1.A.12</b>

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

**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

### Organizational Setting

The position is located in Victoria, Seychelles in the Indian Ocean Tuna Commission (IOTC) within the Fisheries and Aquaculture Department, FI. The Indian Ocean Tuna Commission (IOTC) is an intergovernmental organization responsible for the management of tuna and tuna-like species in the Indian Ocean. It works to achieve this by promoting cooperation among its Contracting Parties (Members) and Cooperating Non-Contracting Parties in order to ensure the conservation and appropriate utilisation of fish stocks and encouraging the sustainable development of fisheries.

### Reporting Lines

The Administrative Officer reports to the Executive Secretary and Deputy Secretary, IOTC.

### Technical Focus

The Administrative Officer coordinates the administrative services required by the Commission and provide timely advice, analysis, reporting, and general support.

### Key Results

Develop, implement, monitor and evaluate assigned programme/projects

### Key Functions

- Provides advice the interpretation of administrative rules, regulations and procedures;
- Prepare budgets for the regular functioning of the Commission and associated special projects and maintains necessary budgetary controls, including supervision of inputs into FAO systems (Global Resource Management System: GRMS) and act as Certifying Officer;
- Prepares financial statements to track budgetary utilisation for the various projects, and for presentation to the Standing Committee on Finance and Administration and to the Commission;
- Calculates the contributions of IOTC Members, according to the procedure described in the IOTC Financial Regulations, and liaises with FAO for the timely issuance of call-for-funds letters;
- Trains and supervises staff and field project personnel on all administrative and operational matters including payment and disbursement procedures, as well as replenishments in consultation with FAO Finance Division and organises the procurement and maintenance of equipment, vehicles and supplies as required;
- Supports recruitment of new personnel (staff and non-staff), including the preparation of vacancy announcements, reception of applications and organisation of the selection panel, preparation of consultants contracts and arrangements to facilitate installation of new personnel;
- Develops, implements and monitors corporate activities, identifies operational, administrative, information technology and procurement-related matters ; propose solutions to improve quality, timeliness and cost effectiveness;
- Coordinates the preparation of contracts and liaise with contractors and supervise the maintenance of the inventory;
- Organizes and participates in meetings, workshops, celebrations and other events;
- Performs other duties as required.

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### MINIMUM REQUIREMENTS

- Advanced university degree in business or public administration, accounting or related field, or equivalent certification from a recognised professional accounting institute (e.g. CPA, CA);
- Five years of relevant experience in financial management, accounting, administration and/or planning
- Working knowledge of English

## Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

## Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is highly desirable;
- Extent and relevance of experience in financial management, accounting, administration and/or planning Extent and relevance of experience in the preparation and monitoring of budgets in a project context;
- Extent and relevance of experience in the logistical management of large meetings and workshops;
- Ability to mobilise resources.
- Extent and relevance in the UN System is considered 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.*

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## REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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## TO APPLY: Carefully read and follow the **Guidelines to applicants**

Send your application to:

**V.A. FIDT-27-16-PRJ**  
IOTC  
P.O. Box 1011  
Victoria, Seychelles  
E-mail: [FIDT-27-16-PRJ@IOTC.org](mailto:FIDT-27-16-PRJ@IOTC.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.

**FAO IS A NON-SMOKING ENVIRONMENT**