



Issued on: 02 January 2013

Deadline For Application: 02 February 2013

POSITION TITLE:	Administrative Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Victoria, Seychelles
ORGANIZATIONAL UNIT:	Indian Ocean Tuna Commission Fisheries and Aquaculture Policy and Economics Division (FIP)	DURATION *:	Fixed-term: Two-Years
		POST CODE/N ^o :	unidentified
		CCOG CODE:	1.A.12

**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**

DUTIES AND RESPONSIBILITIES

Under the supervision of the Executive Secretary, the incumbent coordinates and supervises overall administrative, financial, budget, planning and office management activities of the Office in support to the Indian Ocean Tuna Commission. More specifically the incumbent will:

Finance:

- overview the maintenance of the impress accounts (local currency and USD), including the establishment and maintenance of effective financial control, act as Certifying Officer, supervise input into computerized planning and financial FAO systems as needed;
- prepare budgets for the regular functioning of the Secretariat and associated special projects, and maintain necessary budgetary controls;
- prepare financial statements to track budgetary utilization for the various budgets, and for presentation to the Standing Committee on Finance and Administration and to the Commission;
- calculate the contributions of IOTC Members, according to the procedure described in the IOTC Financial Regulations, and liaise with HQs for the timely issuance of call-for-funds letters; including cooperation with HQ personnel in the identification and correct allocation of contributions for the various budgets;
- supervise General Service staff in charge of payment and disbursement procedures, as well as replenishments and liaison with FAO Finance department.

Human Resources:

- advise on the recruitment of new personnel (staff and non-staff), including the preparation of vacancy announcements, reception of applications and organization of the selection panel, preparation of consultants contracts and arrangements to facilitate installation of new personnel;
- advise all staff and consultants on administrative and personnel-related queries and procedures; liaising with Human Resources staff as necessary;
- supervise the General Service staff working in the area ; advises and assists other staff in the area of office management; participate in discussions of new or revised procedures and practices; interpret and assess the impact of changes, and make recommendation for follow-up actions;
- organize training on administrative and financial procedures as necessary, including, but not restricted to, the utilization of FAO Global Resource Management System.

Travel:

- supervise the preparation of travel arrangements for staff and non-staff, including travel authorizations, security and medical clearances.

Procurement / Contracts:

- organize the procurement and maintenance of equipment, vehicles and supplies as required for the normal operations of the Commission;
- coordinate the preparation of contracts and liaise with contractors;
- supervise the maintenance of the inventory and meeting logistics;
- coordinate the arrangements for the meetings of the Commission and its subsidiary bodies and the necessary administrative and logistic support; and liaise with designated officials in the host country to ensure an efficient logistic support to the meetings held outside the Seat of the Secretariat;
- advise on the interpretation of administrative rules, regulations and procedures;
- perform other duties as required.

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 of relevant experience in the field of financial management, including experience in accounting and general administration in a large Organization
- Working knowledge of English and limited knowledge of French

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in administration and financial management including accounting, procurement and/or human resources administration

- Demonstrated ability to analyze programme proposals and monitor programme implementation
- Excellent communication skills, both orally and in writing
- Demonstrated ability to organize, coordinate and supervise the work of others
- Extent of understanding and knowledge of the UN, and in particular FAO administrative, financial and programme policies, rules and procedures
- International exposure, including experience in developing countries. Knowledge of other languages is an asset
- Extent of knowledge of administrative systems and standard office packages, in particular experience with the GRMS system in FAO

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 FIPI-862-12-PRJ
Executive Secretary,
IOTC,
P.O. Box 1011, Victoria
Seychelles
Email: secretariat@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.

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