



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: FRSOM-887-13-PRJ

Issued on: **10 April 2013**

Deadline For Application: **24 April 2013**

POSITION TITLE:	Senior Administrative Officer	GRADE LEVEL:	P-5
		DUTY STATION:	Nairobi, Kenya
ORGANIZATIONAL UNIT:	FAO-Somalia	DURATION *:	Fixed Term: 1 year
		POST CODE/N°:	Unidentified
		CCOG CODE:	1A12

**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 overall supervision of the Officer-in Charge, FAO-Somalia, the incumbent supervises and coordinates the operation of the Corporate Support Services Unit providing a full range of activities that include administration, information technology, budget, programming and planning and financial services in support of FAO's country programme. In particular, the incumbent will:

- advise the Officer-in-Charge, FAO-Somalia in the preparation/formulation of FAO's country programme of work and budget and ensure that these are in line with work plans and in compliance with the approved Country Programme of Work;
- advise the supervisor in the general administration of the country office;
- provide guidance, performance evaluation and supervision to relevant staff;
- provide oversight to the country HR group in administrative matters;
- monitor availability of funds for country programme/projects; oversee preparation, monitoring and revision of country office budget; ensure that financial commitments, expenditures and periodic budgetary reports are controlled and in line within established limits;
- identify operational, administrative and other constraints which may affect programme implementation and propose solutions to improve quality, timeliness, cost effectiveness;
- ensure the maintenance of a reliable IT infrastructure and strategy for the FAO-Somalia Office;
- liaise with HQ units to resolve complex issues and with the Internal and External Auditors; prepare management replies to audit observations and queries, liaise with other UN agencies in Nairobi on common services;
- ensure the maintenance of the office premises and space requirements;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University degree in a field covered by the programme of the Organization, in business or public administration or a related field
- Ten years of relevant experience with a national or international organization, including at least five years experience in the field of administration and management
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of experience in the field of administration and management
- Leadership ability; mature judgement and a high sense of initiative
- Ability to plan, organize and review work of others
- Ability to communicate both orally and in writing
- Familiarity with the programmes and priorities of the Organization and with field programmes, particularly the management of the delivery of technical assistance
- Familiarity with FAO administrative procedures and FAO corporate systems

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 **FRSOM-887-13-PRJ**
FAO- Somalia
UN-Somalia Ngecha Road Complex
Corner Lower Kabete Road/Ngecha Road
PO Box 30470-00100 Nairobi, Kenya
Fax No: +254-20-4000333
E-mail: HR-somalia@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.

FAO IS A NON-SMOKING ENVIRONMENT