



Food and Agriculture Organization of the United Nations

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Deadline For Application: 22.04.15

GLOBAL CALL FOR EXPRESSION OF INTEREST (Duty Station: ACCRA, GHANA)

Office Assistant, G-3

Vacancy No. IRC 2834

Organizational Setting

The post is located at the FAO Regional Office for Africa (RAF), Accra, Ghana.

Main Purpose

The Office Assistant performs a variety of routine administrative transactions and office support functions contributing to the smooth and efficient running of the work unit.

Supervision Received/Exercised

The Office Assistant reports to a supervisor. He/she acts independently in routine matters and consults with supervisor on new and/or more complex issues and procedures. Supervision received provides for technical and procedural guidance and on-the-job learning.

Working Relationships

The Office Assistant interacts with a variety of colleagues from within the work unit. Interactions relate to the exchange of routine information and the provision of standard office support services.

Key Functions/Results

- Type, format and draft routine correspondence; collate tables, reports, presentations, publications, and other documentation;
- Receive, screen and direct telephone calls and visitors; respond to routine internal and external enquiries and/or refer to appropriate contacts /units;
- Enter, retrieve, structure and update selected information and data from various sources (e.g. Intra-/Internet, office files, etc.); present results in standard format;
- Set up and maintain office files and reference systems according to standard procedures;
- Initiate, view and track a variety of administrative transactions in the computerized financial / travel / human resources systems;
- Support the organization and administration of meetings, workshops and events (e.g. arranging for meeting rooms and other facilities);
- Assist with arranging for travels: organize transport, logistics, accommodation, documents;
- Ensure availability of office supplies and appropriate maintenance of office equipment;
- Perform other duties as required.

Impact of work

The Office Assistant participates as part of a team in the provision of administrative and office support services. Actions reflect on the immediate and wider work unit.

MINIMUM REQUIREMENTS - candidates will be assessed against the following:

Education: Secondary School Education

Experience: Two years of relevant experience in office support work

Languages: Working knowledge (Level C) of English and limited knowledge (Level B) of French. Knowledge of one of the other FAO languages (Arabic, Chinese, Russian or Spanish) will be considered an asset.

IT Skills: Knowledge of the MS Office applications, Internet and office technology equipment

Technical Skills: Knowledge of an Enterprise Resource Planning (ERP) business management software (e.g. Oracle, SAP)

Additional information:

- Candidates may apply from any geographic location.
- It may be noted that if a selected candidate needs to relocate to a location within the commuting distance of FAO, Accra, he/she will have to do so at his/her own expenses. "*Commuting distance*" means the distance within which staff members can travel daily between their place of work and their residence.
- No international benefits will be payable.
- Candidates may be required to undergo a written test.
- Candidates are invited to apply through FAO's iRecruitment system. Click on the link below to access iRecruitment, complete your online profile and apply for the vacancy <http://www.fao.org/employment/irecruitment-access/en/>
- Only applications received through I-Recruitment will be considered. Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org.
- Applications received after the closing date will not be accepted.