



POSITION TITLE:	Administrative Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Panama
ORGANIZATIONAL UNIT:	Subregional Office for Mesoamerica	DURATION *:	Fixed Term: 2 years
	SLM	POST CODE/N ^o :	2000908
		CCOG CODE:	1A.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

The incumbent may be re-assigned to different duty stations within the region depending on the evolving needs of the Organization

DUTIES AND RESPONSIBILITIES

Under the supervision of the Subregional Coordinator (SRC) and the functional guidance of the relevant HQ units in CS Department and OSP, the incumbent coordinates and supervises overall administrative, financial, budget, planning and office management activities of the Office in support to the FAO's regular and other programmes, including the Emergency Programmes and field projects in the Sub region where relevant. In particular the incumbent will:

- advise the SRC in the preparation of the Programme of Work and Budget (PWB) in consultation with relevant technical officers and the HQ technical divisions; prepare and consolidate the Subregional Office (SRO) work plans for submission to OSP and the respective HQ technical divisions; propose revised plans and strategic measures to the SRC to implement successfully the biennial programme of work and monitor effectively budgetary trends;
 - prepare SRO periodic budgetary reports for submission to the SRC and OSP; prepare post planning and monitoring and other regular and ad hoc reports;
 - contribute to the development of results-based management concepts and policies and monitoring and reporting procedures;
 - develop, implement and monitor corporate activities, identify operational, administrative, information technology and other constraints and propose solutions to improve quality, timeliness and cost effectiveness;
 - overview the maintenance of imprest accounts and other budgetary reports, act as Certifying Officer, monitor availability of funds under all programmes; ensure that financial commitments and expenditures are accurate and consistent with established guidelines;
 - train and supervise staff and field project personnel on all administrative and operational matters and undertake special missions for training staff in other FAORs Offices, SROs and host Governments on budgetary, financial and managerial issues in line with the Organization's regulations, policies and procedures;
 - assess training needs and encourage training events as well as other human resources-related activities ;
 - optimize the management of Office's premises, the allocation of space and the provision of services for the renovation and the maintenance of premises and be responsible for security for MOSS compliance
 - establish and maintain partnership with HQ units, interact with Internal and External Auditors and prepare replies to audit observations and queries;
 - organize and participate to subregional meetings, workshops, celebrations and other events;
 - perform other related duties as required
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MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in business or public administration, accounting or a related field
- Seven years of relevant experience in financial management, including experience in planning, financial and general administration in a large organization
- Working knowledge of Spanish and English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in administration and financial management including accounting, procurement and human resources administration
- Ability to organize, coordinate and supervise work of a large team of staff
- Ability to organize programme proposals and monitor programme implementation
- Excellent communication skills, both orally and in writing in English
- Extent of understanding and knowledge of the UN administrative, financial, budgetary and programme policies, rules and procedures
- Extent of experience in developing countries

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/>

To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.

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