



Issued on: 26 February 2013

Deadline For Application: 27 March 2013

POSITION TITLE:	Senior Administrative Officer	GRADE LEVEL:	P-5
		DUTY STATION:	Cairo, Egypt
ORGANIZATIONAL UNIT:	REGIONAL OFFICE FOR THE NEAR EAST (RNE)	DURATION *:	Fixed Term: 2 years
		POST CODE/N ^o :	0126683
		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 duty stations within the region depending on the evolving needs of the Organization

DUTIES AND RESPONSIBILITIES

Under the supervision of the ADG/Regional Representative (ADG/RR) and with the functional guidance of Corporate Services, Human Resources and Finance Department (CS), the incumbent supervises and coordinates the operations of the Unit providing a full range of activities that include administration, budget, programming and planning and financial management. The related activities are in support of FAO's regular and other programmes carried out in the region as well of the Regional Conferences. In particular, the incumbent will:

- advise the ADG/RR in the preparation/formulation of FAO's regional programme of work and budget and that these are in line with RNE work plans and in compliance with the approved Programme of Work;
- advise the ADG/RR about the general administration of the Regional Office and relevant issues;
- provide guidance, performance evaluation and supervision to relevant staff;
- overview and supervise the human resources function in the Region ;
- monitor availability of funds for Regular Programme and field projects; oversee preparation, monitoring and revision of Regional 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;
- support the Regional Conference, World Food Day celebrations, and other important meetings;
- 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 Cairo on common services and participate in UN Operations Management Team (OMT) meetings;
- oversee financial activities and ensure sufficient financial controls are in place and exercised;
- oversee and ensure the maintenance of a reliable IT infrastructure and strategy for the Regional Office;
- ensure the maintenance of the office premises and space requirements; ensure that premises have adequate security and are Minimum Operating Security Standards (MOSS) compliant;
- provide advice to and support the administration of FAO Countries offices in the Region and conduct review missions as appropriate;
- negotiate the best terms for the Organization when procuring assets;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in business or public administration, finance, social sciences or a related area
- Ten years of relevant experience in at least two of the following areas: administration, budget, finance, fund management, human resources management
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in the field of administration and management preferably in an international setting
- Leadership ability and supervisory skills
- Mature judgement and a high sense of initiative
- Ability to prioritize plans ahead and work methodically to optimize resources and deliver work effectively
- Excellent communication skills both orally and in writing in English. Working knowledge of Arabic and/or French will be considered a strong asset
- Familiarity with the programmes and priorities of the Organization and with UN administrative procedures would be an asset
- Ability to build and maintain partnerships inside and outside the organization to achieve common goals

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