



Issued on: 10 April 2013

Deadline For Application: 08 May 2013

POSITION TITLE:	Administrative and Finance Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Port-au-Prince, Haiti
ORGANIZATIONAL UNIT:	Regional Office for Latin America and the Caribbean RLC	DURATION *:	Fixed Term: 1 year
		POST CODE/N°:	Unidentified
		CCOG CODE:	1A

**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 FAO Representative; the direct supervision of the Deputy FAOR; in close collaboration with the Procurement and Operations Units of the Representation; in liaison with the relevant financial, administrative and personnel Units in the Regional Office for Latin America and the Caribbean (RLC) and in the Corporate Services, Human Resources and Finance Department (CS); the Administrative and Finance Officer supervises overall administrative, financial, budget, planning and office management activities of the Representation in support to the FAO's regular and field programmes. In particular, the incumbent will:

- support and advise the FAO Representative in all areas of administration and finance and participate in administrative and financial planning;
- supervise and manage the administrative and financial unit and its workload;
- support the streamlining of administrative and financial procedures;
- support programme management in administering personnel actions and ensure that national and international personnel is adequately briefed on administrative, budgetary and personnel matters;
- provide financial advice and guidance in the implementation of regular and field programme;
- manage all financial and administrative transactions and records and monitor projects and programme accounts;
- ensure that expenditures are in accordance with approved budgets and that all committing documents are complete and consistent;
- manage finance and administrative correspondence and filing systems of the office;
- prepare regular financial reports and non-standard financial reports for clearance by the Finance Division;
- act as the focal point for Field security matters and ensure the compliance with the Organization's security guidelines (MOSS and MORSS);
- perform other related 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 relevant experience in the field of general administration and financial management, including experience in accounting in a large organization
- Working knowledge of French and English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of relevant experience in administration and financial management including accounting and personnel administration
- Ability to analyse programme proposals and monitor programme implementation
- Ability to organize, coordinate and supervise work of others
- Extent of knowledge of the UN administrative and financial policies, rules and procedures
- Extent of international exposure, including experience in developing countries
- Excellent oral and written communication skills in French

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