



Issued on: 19.03.15
Deadline For Application: 18.04.15

GLOBAL CALL FOR EXPRESSION OF INTEREST

Office Assistant, G-3

Vacancy No. IRC 2822

Organizational Setting

The post is located at FAO Headquarters, Rome, Italy.

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 at least one of the other FAO languages (Arabic, Chinese, French, Russian or Spanish)

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, Rome, 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.