



Food and Agriculture Organization of the United Nations
GENERAL SERVICE VACANCY ANNOUNCEMENT N°: IRC3269

Issued on: **11 March 2016**

Deadline For Application: **8 April 2016**

JOB TITLE:	Administrative Assistant	GRADE LEVEL:	G-5
		DUTY STATION:	Brussels (Belgium)
ORGANIZATIONAL UNIT:		DURATION :	Fixed term: 2 years
	LIAISON OFFICE IN BRUSSELS	POST NUMBER:	0911380
	LOB	CCOG CODE:	2.1.02

Organizational Setting

The post is located in the Liaison Office with the European Union and Belgium

Main Purpose

The Administrative Assistant coordinates and performs the full range of office support, management support and administrative tasks, providing for the smooth and efficient running of the Office. He/ she ensures quality and consistency of the flow of office work and information in the work unit.

Supervision Received/Exercised

The Administrative Assistant reports to the Director of the Liaison Office and receive guidance from the Liaison Officer. The incumbent operates independently and takes decisions on work priorities and exercises initiative for dealing with cases without precedents. Supervision received is focused on the quality of work outputs. He/ she may provide guidance and advice to other office support staff.

Working Relationships

The Administrative Assistant works closely with a wide range of colleagues in the region, with central units and external clients, performing and coordinating office- and management support services, and providing procedural guidance and information.

Key Functions/Results

- Maintain financial records and monitoring systems for the office; maintain imprest accounts; reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports; manage the Office petty cash; monitor project and programme accounts for which responsibility is assigned.
- Retrieve, enter, select and analyse data from a wide variety of sources, including FAO's corporate systems and data bases; verify accuracy of data documents; make necessary calculations.
- Verify availability of funds under all programmes; ensure that operational expenditures are in accordance with approved budgets and that all committing documents are complete and consistent.
- Prepare correspondence of administrative and financial nature; draft correspondence to verify data, answer queries, and obtain additional information on transactions and financial matters, as required.
- Maintain detailed records of budget estimates, obligations and available balances; participate in the consolidation of budget proposals; prepare financial data for budget estimates and financial planning.
- Provide reports on budgetary performance of office accounts, and, if required, of project accounts; report variations from budgets.
- Maintain local inventory records with responsibility for proper recording of assets, their maintenance and safeguard.
- Maintain a filing system of administrative and financial documents.
- Monitor the receipt of contributions and the transfer of ownership of the Organization's equipment.
- Maintain liaison with local banks and financial institutions to keep up-to-date with financial and regulatory information (exchange and interest rates, procedures and rules, maintenance of bank accounts, etc.).
- Support the streamlining of procedures and practices and the introduction of new information technologies to the office.
- Support the administration of personnel and equipment.
- Perform other related duties as required.

Impact of work

The incumbent's work impacts on the timely and efficient delivery of office support services and on the overall output of the work unit.

MINIMUM REQUIREMENTS - candidates will be assessed against the following

Education: Secondary school education.

Experience: Four years of administrative, accounting and office management experience.

Languages: Working knowledge (level C) of English and French

IT Skills: Very good knowledge of the MS Office applications, Internet and office technology equipment.

Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical Skills

- Very good knowledge of communication and documentation standards
- Very good knowledge of ERP corporate computerized financial / travel / human resources systems and administrative procedures and policies
- Very good knowledge of FAO's organizational structure

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DESIRABLE QUALIFICATIONS AND SKILLS

- Previous work experience in international organizations and/or UN entities.

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iemployment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org