



Food and Agriculture Organization of the United Nations
GENERAL SERVICE VACANCY ANNOUNCEMENT N°: IRC3342

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Deadline For Application: 17 May 2016

JOB TITLE:	Office Assistant	GRADE LEVEL:	G-5
		DUTY STATION:	Moscow, Russian Federation
ORGANIZATIONAL UNIT:	Liaison Office with the Russian Federation (LOR)	DURATION :	Fixed term: two years
		POST NUMBER:	2005082
		CCOG CODE:	2.1.02

Organizational Setting

The post is located in the Liaison Office with the Russian Federation (LOR), Moscow.

Main Purpose

The Office 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 Office Assistant reports to the Director LOR, and 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 provides guidance and advice to other office support staff.

Working Relationships

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

Key Functions/Results

- Screen requests for appointments with supervisor; maintain supervisor's calendar; confirm mutually convenient schedules and arrange appointments; receive visitors; place and screen telephone calls; respond to queries and correspondence, often of a sensitive, confidential or technical nature;
- Coordinate office support services for meetings, trainings, seminars, committees, and special projects and events; attend meetings, prepare minutes, monitor follow-up activities; make arrangements for formal editing, translation, etc., of documents and publications;
- Review, record, distribute and process incoming mail and correspondence; follow-up on pending actions; prepare draft responses to a wide range of correspondence and other communications, often requiring knowledge of technical terminologies and/or detailed office procedures; carry out quality control functions for outgoing documents; proofread texts for adherence to format, grammar, punctuation and style;
- Perform a variety of administrative duties, e.g. contract extensions and requests for temporary staff, leave and attendance recording, budget preparation and follow-up; coordinate with other units to ensure smooth running and expedition of work within the unit;
- Research, compile, and organize background information and reference materials from various sources for reports, briefs and speeches; generate a variety of statistical and other reports from various databases;
- Coordinate the work of other office support staff, establish priorities and ensure equitable distribution of work; train new staff to relevant administrative procedures and practices and provide general assistance as required;
- Create and maintain the work unit's filing and reference systems; review the efficiency of office procedures and make recommendations for improvements update office websites; Perform other duties as required.

Impact of work

The incumbent's work impacts directly on the smooth and efficient running of the Office. He/ she plays a lead role in the provision of office support services for successful achievement of the organizational unit's mandate.

MINIMUM REQUIREMENTS - candidates will be assessed against the following

Education: Secondary School Education

Experience: Four years of relevant experience in office/ management support work

Languages: Working knowledge (Level C) of English and Russian

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

Technical Skills

- Good knowledge of an Enterprise resource planning (ERP) system (e.g Oracle, SAP, etc.)
- Ability to proofread texts, to draft correspondence and to respond to queries of a sensitive, confidential or technical nature;
- Ability to establish priorities and to carry out instructions independently.
- Ability to take initiative and to work under pressure on multiple tasks with high degree of discretion in dealing with sensitive and confidential matters.

DESIRABLE QUALIFICATIONS AND SKILLS- OPTIONAL

Limited knowledge (level B) of French or Spanish.

REMUNERATION AND BENEFITS

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-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