



**Food and Agriculture Organization
of the United Nations**

CALL FOR EXPRESSIONS OF INTEREST

Administrative Assistant
under projects TCP/MOL/3502 and TCP/MOL/3504

Contract duration: 90 days on WAE basis until 31 December 2016

Vacancy No. IRC3420

Deadline for Applications: 30 June 2016

Duty station: Chisinau, with Field Missions as necessary

Tasks and responsibilities:

Under the overall supervision of the FAO Representative in Moldova, and the direct supervision of the Plant Production and Protection Officer (the project Lead Technical Officer), the operational supervision of the Budget Holder (FAO REU), in close collaboration with the Assistant Representative in Moldova, the Ministry of Agriculture and Food Industry, the national counterparts, the National Project Coordinator (NPC), international and national consultants, the Administrative Assistant will undertake the following duties:

- assist the National Project Coordinators (NPCs) in the day-to-day management of the projects activities;
- participate in the workshops and discuss the projects objectives with a wide group of stakeholders;
- assist the Lead technical Officer (LTO) and the NPCs in finalizing the project work plan based on the outcome of the inception workshop;
- assist the LTO and the NPCs in identifying the list of equipment to be procured by the projects;
- organize, participate and contribute to the training courses foreseen in the projects work plan and activities;
- advise the international consultants in the development of training materials and organize, participate and contribute to on-the-job training in plant protection and plant genetic resources;
- contribute to the organization of the final workshop of the projects;
- prepare reports and assist the NPCs in the elaboration of the terminal statement of the projects;
- support in translation of documents and other materials in English
- maintain tools and mechanisms for effective and efficient monitoring of programme and project budgets;
- assist in the management of the project through monitoring and book-keeping of office expenditures, general administration, set up of filing and archive system, maintenance of inventory system, and other related office management tasks;
- carry out any other activities relevant to this assignment, including ensuring and monitoring women's participation in project activities.
- Assist the FAO Representation in Moldova in administrative work referring to the respective projects and other relevant issues

Candidates should meet the following requirements:

Minimum Requirements

- Minimum three years of experience in project administration and management, or any other related administrative field.
- Good report writing skills
- Fluency in Romanian, English and Russian are essential.
- Previous work experience in international organizations and knowledge of UN/FAO procedures and administrative rules will be an asset.
- Working experience in the field of agronomy, plant genetics or plant breeding; experience in conducting trainings and developing training manuals.

Selection criteria

- Extent to which above minimum requirements are met.
- Ability to plan and organize work and participate in a multi-disciplinary team.

Additional Information

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

How to apply

All applications are to be made through FAO's [iRecruitment](#) system. Click on the link below to access [iRecruitment](#), complete your online profile and apply for this Call for Expression of Interest.

<http://www.fao.org/employment/irecruitment-access/en/>

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

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