



**Food and Agriculture Organization of the United Nations**  
**GENERAL SERVICE VACANCY ANNOUNCEMENT N°: IRC3470**

**Issued on: 13 JULY 2016**

**Deadline For Application: 03 AUGUST 2016**

<b>JOB TITLE:</b>	<b>Administrative Assistant (Accounting)</b>	<b>GRADE LEVEL:</b>	<b>G-5</b>
		<b>DUTY STATION:</b>	<b>Addis Ababa, Ethiopia</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Sub-regional Office for Eastern Africa (SFE)</b>	<b>DURATION :</b>	<b>Fixed term: two years renewable</b>
		<b>POST NUMBER:</b>	<b>2000187</b>
		<b>CCOG CODE:</b>	<b>2.1.02</b>

### **Organizational Setting**

FAO's Subregional Office for Eastern Africa is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing subregional food, agriculture and rural development priorities. It develops and maintains relations with subregion-wide institutions including Regional Economic Integration Organizations (REIOs). It assists the FAO Representations (FAORs) in the subregion with addressing subregional food security, agriculture and rural development issues at country level. The Subregional Office reports to the FAO's Regional Office for Africa.

### **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 Administrative Officer under the overall guidance of the Sub Regional Coordinator and receives guidance from the Finance/Administration 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 Administrative Assistant (Accounting) 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**

- 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 Country 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 Government 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, budget and office management experience.

**Languages:** Working knowledge (Level C) of the FAO official language used for communication within the country (English, French or Spanish).

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

**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 corporate computerized financial / accounting systems and administrative procedures and policies

**DESIRABLE QUALIFICATIONS AND SKILLS**

- Very good knowledge of accounting principles, budget monitoring and reporting as well as invoice checking and payments
- Very good knowledge of corporate organizational structure

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

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**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](mailto:iRecruitment@fao.org)