



## Food and Agriculture Organization of the United Nations

### General Service Vacancy Announcement No: IRC3534

Issued on: 26 August 2016

Deadline For Application: 14 September 2016

Position Title:	ADMINISTRATIVE ASSISTANT	Grade Level:	G-4.
Organizational Unit:	FNIRA	Duty Station:	DS,IRAN,TEHERAN
		Duration *:	Fixed term: one year with possibility of extension
		Post Number:	0133957
		CCOG Code:	2102

#### Organizational Setting

The post is located in the FAO Representation Officer in Teheran, The Islamic Republic of Iran.

#### Main Purpose

The Administrative Assistant performs a large variety of routine administrative transactions and office support functions contributing to the smooth and efficient running of the work unit.

#### Supervision Received/Exercised

The Administrative Assistant works under the overall guidance of the FAO Representative and the direct supervision of the Assistant FAOR (Administration). He/she acts independently in routine matters. Supervision received is focused on the quality of the work performed and provides for on-the-job learning.

#### Working Relationships

The Administrative Assistant usually interacts with a wide variety of colleagues within the work unit and with immediate clients within the Organization, providing routine administrative and office support services.

#### Key Functions/Results

- Retrieve, enter, select and analyse data from a wide variety of sources, including FAO's corporate system and data bases; verify accuracy of data documents; make necessary calculations.
- Maintain imprest accounts; reconcile expenditures, balances, payments, statements and other data; assist in the preparation of recurring and special reports by preparing and editing data in appropriate format as requested; monitor project, programme and general office accounts.
- Maintain detailed records of budget estimates, obligations and available balances; record receipts and disbursements (ledgers, cash books, vouchers, etc.); make disbursements from petty cash fund and balance accounts.
- Prepare routine correspondence of administrative nature; draft correspondence to verify data, answer queries, and obtain additional information on transactions and financial matters, as required.
- Maintain local inventory records with responsibility for proper recording of assets, their maintenance and safeguard.
- Maintain a filing system of administrative and financial documents.
- 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 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.

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CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

#### MINIMUM REQUIREMENTS

**Education:** Secondary school education.

**Experience:** Three years of experience in administrative and office support work.

**Languages:** Working knowledge (Level C) of English

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

Ability to use accounting software and other information systems and databases to insert data, make enquiries, retrieve/define ad hoc reports and analyses and edit results in appropriate format.

#### **Core Competencies**

- Results Focus
- Team Work
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement

#### **Technical Skills**

- Good knowledge of the communication and documentation standards
- Good knowledge of corporate computerized financial / travel / human resources systems and administrative procedures and policies
- Good knowledge of the organizational structure

#### **DESIRABLE QUALIFICATIONS AND SKILLS**

- Working knowledge of Farsi

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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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#### **ADDITIONAL INFORMATION**

- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see "How to Apply"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

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#### **REMUNERATION**

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](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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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)

**FAO IS A NON-SMOKING ENVIRONMENT**

