



Food and Agriculture Organization of the United Nations

General Services Vacancy Announcement No: IRC3547

Issued on: 20 September 2016

Deadline For Application: 4 October 2016

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| Position Title: | ADMINISTRATIVE ASSISTANT | Grade Level: | G-4. |
| | | Duty Station: | DS,NEPAL,KATHMANDU |
| Organizational Unit: | FAO Representation in Nepal | Duration *: | Fixed term, 1 year with possibility of extension |
| | | Post Number: | 0133507 |
| | | CCOG Code: | 2.1.02 |

* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

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 incumbent works under the general supervision of the FAO Representative and the direct supervision of the Assistant FAO Representative (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

In 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

- 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.

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/Functional Skills

- Good knowledge of corporate computerized financial / travel / human resources systems and administrative procedures and policies.

Desirable qualifications and skills

- Familiarity with filing systems
- Good knowledge of FAO's organizational structure
- Working knowledge of Nepali

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

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- 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 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.

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

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

