



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC3601

Issued on: 13 October 2016

Deadline For Application: 3 November 2016

Position Title:	Office Assistant	Grade Level:	G-3
		Duty Station:	Morocco, Rabat
Organizational Unit:	FAO Representation in Morocco, FNMOR	Duration *:	fixed term, two years with possibility of extension
		Post Number:	0137898
		CCOG Code:	2101

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

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.

The post is located in Morocco

Main Purpose

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

Supervision Received/Exercised

The Office Assistant reports to one or more professional staff and receives guidance from a higher graded Office Assistant/ Executive Associate.. He/she acts independently in routine matters and consults with supervisor(s) on new and/or more complex issues and procedures. Supervision received provides for technical and procedural guidance and on-the-job learning.

Working Relationships

The Office Assistant interacts with a variety of colleagues from within the work unit. Interactions relate to the exchange of routine information and the provision of standard office support services.

Key Functions/Results

- Type, format and draft routine correspondence; collate tables, reports, presentations, publications, and other documentation;
- Receive, screen and direct telephone calls and visitors; respond to routine internal and external enquiries and/or refer to appropriate contacts /units;
- Enter, retrieve, structure and update selected information and data from various sources (e.g. Intra-/Internet, office files, etc.); present results in standard format;
- Set up and maintain office files and reference systems according to standard procedures;
- Initiate, view and track a variety of administrative transactions in the computerized financial / travel / human resources systems;
- Support the organization and administration of meetings, workshops and events (e.g. arranging for meeting rooms and other facilities.
- Assist with arranging for travels: organize transport, logistics, accommodation, documents;
- Ensure availability of office supplies and appropriate maintenance of office equipment;
- Perform other duties as required.

Impact Of Work

The Office Assistant participates as part of a team in the provision of administrative and office support services. Actions reflect on the immediate and wider work unit.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

Education: Secondary School Education

Experience: Two years of relevant experience in office support work

Languages: Working knowledge (Level C) of English, French or Spanish

IT Skills: Knowledge of the MS Office applications, Internet and office technology equipment

Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical Skills

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

Desirable Qualifications And Skills

- Working knowledge (Level C) of another FAO language (Arabic, Chinese, French, Russian, Spanish)

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 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

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

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