



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

CALL FOR EXPRESSIONS OF INTEREST

Office Secretary

Contract duration: 3 months with possibility of extension

Duty Station: Gaziantep, Turkey

Vacancy No. IRC3653

Deadline for Applications: 24 October 2016

Tasks and responsibilities:

Purpose of the assignment

Under the direct supervision of the Head of Office and Programme Coordinator, and in close collaboration with FAO team in Gaziantep the office secretary will perform the following duties and responsibilities:

Main Responsibilities

- Maintain supervisor's calendar for appointment/meetings and liaise with the relevant staff and partners accordingly
- Receive, screen, file, distribute, draft, format, and monitor incoming and outgoing correspondence
- Assist in local travel arrangement for project staff, consultants, including preparation of TA, Security Clearance
- Provide necessary support for meetings, trainings and workshops by arranging for facilities, equipment, catering and travel
- Assist in the organization of regular project staff meetings and draft meeting minutes
- Maintain control of records and files as well as a list of issues for follow up by the supervisor and other members of the team
- Maintain working office management procedures ensuring smooth running of the office and its administrative structure
- Maintain, update and report on filing/archiving for the programme/project
- Assist in managing of the office petty cash
- Undertake any other tasks assigned by the Supervisor

Expected Outputs:	Required Completion Date:
Ensure accuracy and timeliness of actions to cater for provision of smooth administrative and support services.	Timely completion of tasks assigned

Candidates should meet the following requirements:

Minimum Requirements

- Graduate, preferably with a University Degree in Public Administration, Business Administration, or a relevant field. Complemented with training in secretarial/office management qualification with excellent computer literacy
- At least 3 years of practical experience in office management and secretarial jobs, preferably with UN agencies and/or INGOs.
- Working knowledge of English
- Ability to effectively use standard office software, such as MS office (Windows, Word, Outlook)
- Ability to work quickly and accurately
- Ability to maintain good working relationships with people from different cultural backgrounds

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