



## Food and Agriculture Organization of the United Nations

### Vacancy Announcement No: IRC3898

Issued on: 23 February 2017

Deadline For Application: 16 March 2017

<b>Position Title:</b>	Programme Assistant	<b>Grade Level:</b>	G-4
<b>Organizational Unit:</b>	Multidisciplinary Team, SNEMD	<b>Duty Station:</b>	Tunisia, Tunis
		<b>Duration *:</b>	Fixed term: 1 year with possibility of extension
		<b>Post Number:</b>	2002266
		<b>CCOG Code:</b>	2102

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

#### Organizational Setting

FAO's Subregional Office for SNE 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). The Subregional Office is a subsidiary of FAO's Regional Office for SNE.

The post is located in FAO Sub-Regional Office for North Africa based in Tunis in support to the Multidisciplinary Team (MDT)

#### Main Purpose

The Programme Assistant performs a wide range of routine administrative and financial functions in support of the delivery of the Multidisciplinary Team's programme and projects.

#### Supervision Received/Exercised

The Programme Assistant reports to one or more professional staff. He/she works with the Multidisciplinary Team and 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 Programme Assistant interacts with a wide variety of colleagues within the Multidisciplinary Team and the Administrative Unit, and with immediate clients within the Organization, providing routine administrative and financial services.

#### Key Functions/Results

- Collect and compile data on programme/ projects activities to support reporting on programme/ project delivery;
- Provide information on programme/ projects expenditures and status of programme/ projects budget;
- Process, format and proof-read reports, documents, publications and correspondence related to the work of the unit from draft texts;
- Review and direct correspondence, calls and queries to appropriate contacts; provide for background information; respond to routine enquiries;
- Make arrangements for meetings, seminars and events: implement logistics, prepare correspondence, compile and distribute documents, make administrative arrangements;
- Initiate and follow up on administrative and financial actions related to staff management, non-staff support, travel, payments, and procurement;
- Perform other duties as required

#### Impact Of Work

The incumbent's work impacts on the timely and efficient delivery of the immediate work unit's programme.

#### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

##### Minimum Requirements

**Education:** Secondary School Education

**Experience:** Three years of relevant experience in financial and/or administrative support work

**Languages:** Working knowledge (Level C) of French (official language of the office).

**IT Skills:** 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**

- Good knowledge of corporate information systems
- Good knowledge of common administrative and financial rules and regulations

Good knowledge of communication and documentation standards.

**Desirable Qualifications And Skills**

Good knowledge of FAO corporate applications (GRMS, FPMIS), rules and procedures.

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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
- 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 recognise 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**