



FAO Temporary General Service Positions

Global Call for Expression of Interest

Vacancy No. IRC3983

I. Organizational Setting

The positions are located at FAO Headquarters, Rome, Italy.

II. Duration

The appointment will be on a short-term contract, lasting 2 months, with a possibility of extension up to 11 months, subject to satisfactory performance and depending on the resources and needs of the Organization.

Temporary General Service Assignments are junior positions and do not carry any expectation of, or imply any right to, further extension, renewal or conversion to any other appointment.

III. Global Call Purpose

The objective of the Global Call is to attract global talent for the Temporary General Service positions as they become available. The Global call will create a roster of Applicants that will be used to identify candidates for junior positions at Grades G-1 and G-2 based on the experience and language qualifications.

Below are the different functional areas covered by the roster:

- Finance Support
- Human Resources Support
- Office Support
- Meetings and Travel services
- Programme Support
- Security Services
- Statistical Support

IV. Minimum Requirements - CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

- **Education:** Secondary School Education.
- **Experience:** A minimum of one year of relevant experience in related positions.
- **Languages:** Working knowledge (Level C) of English and limited knowledge (Level B) of one of the other FAO languages (Arabic, Chinese, French, Russian or Spanish)
- **IT Skills:** Knowledge of the MS Office applications, Internet and office technology equipment.
- **Technical Skills:** Knowledge of corporate computerized Financial / Travel / Human resources systems/ Statistical systems.

V. FAO Core Competencies

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

VI. Main responsibilities and tasks for the General Service positions

The key functions/ results include **BUT ARE NOT** limited to:

- Sort, register and route correspondence; type and format routine documentation, tables, reports, etc.;
- 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 easily accessible sources (e.g. Intra-/Internet, office files, source material, publications, surveys, reports 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;
- Prepare standard statistical reports, tables and diagrams to show evidence and comparison of statistical information to facilitate further review and analysis;
- Support the organization and administration of meetings, workshops and events;
- Ensure availability of office supplies and appropriate maintenance of office equipment;
- Ensure the initiation of a variety of transactions in the Organization's computerized administrative systems.
- Prepare draft cost estimates and budget proposals and participate in budget analysis and projections;
- Assist with the familiarisation of security procedures, respecting planned security measures; ensure safety in case of fire or emergencies, and assist people in order to evacuate the building; carry out entrance checks of people, goods, and ensure their safety and check alarm systems.

VII. How to Apply:

- To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile.
- Once the online profile is complete, please apply and submit your application, with the language certificates as attachments.
- Only language proficiency certificates from [UN accredited external providers](#) and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications. FAO reserves the right to request candidates to undertake a language test in the future, as appropriate.

- Only applications received through FAO's iRecruitment will be considered.
- Incomplete applications will not be considered. Applications received after the closing date will not be accepted.
- Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for the 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.

VIII. Additional information:

- Candidates may apply from any geographic location.
- Selected candidates will need to relocate to a location within the commuting distance of FAO Headquarters, Rome, Italy at their own expense. "Commuting distance" means the distance within which staff members can travel daily between their place of work and their residence.
- No international benefits will be payable as positions will be recruited locally and paid in local currency (Euro).
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>.