



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC4215

**Issued on:** 25 May 2017

**Deadline For Application:** 15 June 2017

<b>Position Title:</b>	Administrative Officer	<b>Grade Level:</b>	P-1
		<b>Duty Station:</b>	Switzerland, Geneva
<b>Organizational Unit:</b>	Office of the Director, LOGED	<b>Duration *:</b>	Fixed term: 2 years (with possibility of extension)
		<b>Post Number:</b>	2006365
		<b>CCOG Code:</b>	1A12

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 Liaison Offices have been established at locations where many UN system organizations and other international, intergovernmental or non-governmental associations or organizations are working. They maintain relations with Members and external development partners operating in these locations. They monitor developments affecting nutrition, food and agriculture and represent the Organization at meetings which address matters that fall within the mandate of FAO.

### Reporting Lines

The Administrative Officer reports to the Director, LOG

### Technical Focus

Support the administration, the development and implementation of FAO policies and decisions concerning enhanced FAO cooperation and partnerships with the UN system and with other international organizations located in Geneva.

### Key Results

The provision of administrative services to support programme projects, products and services.

### Key Functions

- Assists in the development of work methods, procedures and systems by reviewing a variety of personnel, budget, financial documents to ensure that they conform with relevant regulations, policies and procedures;
- Prepares, analyses and evaluates information from financial records and provides data relevant to operational improvement;
- Assists in the development of the office's work program and budget and participate in monitoring budget/work programme with respect to budget performance.

### Specific Functions

- Assists in the administrative backstopping and contributes to the management of the financial situation of the office;
- Contributes to the preparation of progress reports on status of projects and works office's plan of activities and relevant budget;
- Participates in the financial monitoring of the office's budget, including updating budgetary and financial information on a monthly basis, and preparing budget forecasts and Periodic Budget Reports;
- Assists in the preparation of relevant actions to procure goods and services for the office;
- Assists in maintaining records of obligations and expenditures;
- Assists in the preparation of appropriate documentation for the recruitment of staff members and consultants;
- Participates in the organization of conferences, seminars and meetings;
- Assists and monitors the preparation of relevant actions to provide logistic support to staff members for duty travels;
- Performs other duties as required.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in business or public administration, accounting or a related field
- One year of relevant experience in financial management, administration and programme/project planning
- Working knowledge of English and French and a limited knowledge of Spanish, Arabic, Chinese, Russian.

### Competencies

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

### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience in financial management and/or administration
- Extent and relevance of experience in programme/project formulation, analysis, planning and implementation
- Understanding of FAO policies and programmes is considered a strong asset

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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 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

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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**