



Issued on: 18 August 2017

Deadline For Application: 1 September 2017

JOB TITLE: Operations Assistant - Service Contract (SB2)

TYPE OF CONTRACT: Consultant / NPP

DUTY STATION: Cairo / Egypt

ORGANIZATIONAL UNIT: FNEGY

DURATION: 12 Months (renewable)

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

**Qualified female applicants are encouraged to apply.
Persons with disabilities are equally encouraged to apply.
All applications will be treated with the strictest confidence.**

Organizational Setting

The post is based in the FAO Representation in Egypt located in Cairo.

Reporting Lines

Under the overall supervision of the FAO Representative in Egypt and the direct Supervision of the programme manager and in collaboration with project staff and all stakeholders involved in the project activities

Technical Focus

Project Operations, Administration & Finance Assistant

Tasks and responsibilities

The incumbent is to perform the following duties:

- Coordinate all logistical aspects of preparation for meetings, workshops and events (invitation letters, compilation of documents and administrative arrangements) including the organization of field activities;
- Prepare, maintain and coordinate administrative/personnel and operational matters i.e. initiate recruitment and payment of non-staff human resources in a timely manner; monitor extension of appointments and payments of honorarium, finalization of the Letters of Agreement and their management, processing staff and non-staff travel ensuring that security requirements are fulfilled, assisting in the procurement etc., and relevant correspondence
- Screen and direct correspondence and calls or refer to appropriate contacts in a timely manner; maintain the supervisor's and/or group's calendars; provide the appropriate background information and files and prepare summaries for action by supervisor; respond to complex inquiries not requiring a technical knowledge
- Establish a filing system for data and documents to archive FAO Egypt email correspondences, official letters, faxes and circulate important notifications on FAO Egypt email list
- Check and compile annual and quarterly work plans and progress/final report (s).
- Assist in maintaining communication between FAOR-Egypt, project personnel, donor, and national authorities in relation to administrative and operational issues.
- Monitor expenditures and disbursements through use of relevant financial reports and assist supervisor with the preparation of financial projections, and assist the project manager in getting financial reports
- Undertake other related duties as required.

Key performance indicators	
Expected Outputs:	Required Completion Date:
1- FAO Egypt 's office correspondences Archived 2- Filing system for data and documents established and maintained 3- Projects financial documents and reports compiled (annual and quarterly work plans and evaluation reports) 4- Expenditure and disbursements periodically monitored and reported to project manager 5- Operational, administrative and logistical support provided	Outputs are expected to be achieved during the assignment. By end of assignment, all indicated outputs should be completed. More specific deadlines for each of the outputs can be set at inception.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- A secondary education

- At least five years of work experience in an area relevant to administrative and finance; working experience for UN organization will be an advantage
- He/she will have good communication skills in English (written and spoken), and fluency in Arabic (written and spoken).

FAO Core Competencies

- Results focus
- Teamwork
- Communication
- Building effective relationship
- Knowledge sharing and continuous Improvement

Technical/Functional Skills

- Working experience in more than one location or area of work;
- Relevance and extent of experience in projects operations, administration and finance;
- Excellent organizational skills;
- Relevance and extent of experience in working with governmental bodies and multi-disciplinary teams.
- He/she will have good communication skills in English (written and spoken), and fluency in Arabic (written and spoken).

Selection Criteria

Based on above minimum requirements, competencies and skills.

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- 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.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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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