



Food and Agriculture Organization of the United Nations

CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT N°: IRC4284

Issued on: 22 June 2017

Deadline For Application: 30 June 2017

JOB TITLE: Project Assistant

TYPE OF CONTRACT: NPP

DUTY STATION: Bureau of Animal Industry, Department of Agriculture, Quezon City

ORGANIZATIONAL UNIT: FAO Philippines

DURATION: 9 months (with 3 months probationary period)

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 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.

Organizational Setting

The Project Assistant will provide support in project implementation of the *Engaging the food and agriculture sectors in sub-Saharan Africa and South and South-east Asia in the global efforts to combat antimicrobial resistance using a One Health approach* (GCP/GLO/710/UK) Project.

Reporting Lines

The Project Assistant will report to the Assistant FAO Representative (Programme) and the National Project Coordinator (NPC).

Tasks and responsibilities

Specific duties will include the following:

- Assist and support the NPC in the implementation of project activities as specified in the project work plan;
- Contribute to the preparation of project reports, briefs and various correspondence.
- Prepare routine correspondence and administrative reports required by FAO and concerned government agencies, and ensure the proper distribution of such correspondence & reports to concerned individuals & agencies.
- Provide support in arranging local (and international) travels ensuring that traveler/s comply with FAO regulation.
- Oversee and implement the arrangements needed to organize workshops and meetings
- Manage the orderly filing of the hard & e-files of reports and other project documents.
- Ensure that all administrative and financial matters/transactions concerning the project are conducted in accordance with FAO guidelines.
- Monitor administrative and financial dealings of the project and prepare necessary reports accordingly.
- Performs other duties as may be assigned by the supervisor.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University Degree in agriculture, agricultural economics, forestry, fisheries, or any other field related to the work of the Organization
- Three to five years of relevant experience in project implementation, preferably in an area of FAO's activities in the country
- Working knowledge (Level C) of English
- National of the Country of Assignment (PHILIPPINES)

FAO Core Competencies

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

Technical/Functional Skills

- Strong data/information management skills;
- Good analytical skills, effective teamwork, and good communication and writing skills;
- Computer literate

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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