



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC4303

Issued on: **30 June 2017**
Deadline For Application: **14 July 2017**

Position Title:	Administrative Officer	Grade Level:	P-3
		Duty Station:	Malawi, Lilongwe
Organizational Unit:	FAO Representation in Malawi, FRMLW	Duration *:	Fixed term: 1 year with possibility of extension
		Post Number:	2006106
		CCOG Code:	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

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger and malnutrition, and provides technical support for the sustainable development of their agricultural, fisheries and forestry sectors. The activities of the FAO Country Offices include design and implementation of country-tailored field programmes, liaison with local donor representatives, and active public awareness-raising and outreach activities related to FAO initiatives such as the World Food Day.

The position is located in Lilongwe, Malawi.

Reporting Lines

The Administrative Officer reports to the FAO Representative (FAOR) in Malawi.

Technical Focus

Provide support in the implementation of FAO corporate systems.

Key Results

Develop, implement, monitor and evaluate assigned programme/projects

Key Functions

- Advises the FAO Representative in the preparation of the Programme of Work and Budget (PWB) in consultation with relevant technical officers and the HQ technical divisions; prepares and consolidate the FAO Rep works plans for submission to the Office of Strategy, Planning and Resources Management (OSP) and the respective HQ technical divisions; proposes revised plans and strategic measures to implement successfully the biennial programme of work and monitors effectively budgetary trends;
- Prepares periodic budget reports; prepares post planning and monitoring and other regular and ad hoc reports;
- Contributes to the development of results-based management concepts and policies and monitoring and reporting procedures;
- Develops, implements and monitors corporate activities, identifies operational, administrative, information technology and other constraints and proposes solutions to improve quality, timeliness and cost effectiveness;
- Overviews the maintenance of imprest accounts and other budgetary reports; acts as Certifying Officer, monitors availability of funds under all programmes; ensures that financial commitments and expenditures are accurate and consistent with established guidelines;
- Trains and supervises staff and field project personnel on all administrative and operational matters and undertakes special missions for training staff in other FAORs Offices, SRO and host Governments on budgetary, financial and managerial issues in line with the Organization's regulations policies and procedures;
- Assesses training needs and encourages training events as well as other human resources-related activities;
- Optimizes the management of Office's premises, the allocation of space and the provision of services for the renovation and the maintenance of premises and be responsible for security for MOSS compliance;
- Establishes and maintains partnership with HQ units, interacts with Internal and External Auditors and prepares replies to audit observations and queries;
- Organizes and participates in Sub Regional meetings, workshops, celebrations and other events;
- Participates in review meetings to assess managerial and operational capacities, scrutinize reliability and solvency of selected implementing partners; For EU funded projects, prepares financial reports and ensures that the mapping of expenditures is in conformity with EU financial reporting requirements;
- Performs other related duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration, finance, accounting or related fields
- Five years of relevant experience in field operations, administration, procurement, finance and human resources management
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or 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 project/programme management
- Knowledge of and/or experience with FAO corporate systems is considered a strong asset;
- Extent and relevance of experience in public administration is desirable

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

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

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

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

FAO IS A NON-SMOKING ENVIRONMENT