



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC4346

Issued on: 27 July 2017

Deadline For Application: 10 August 2017

Position Title:	Office Assistant	Grade Level:	G-4
		Duty Station:	Georgia, Tbilisi
Organizational Unit:	FAO Representation in Georgia, FECEO	Duration *:	Fixed term: 1 year (with possibility of extension)
		Post Number:	2006429
		CCOG Code:	2102

The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

Organizational Setting

The Office Assistant post is located at the FAO Representation in Georgia.

Main Purpose

The Office Assistant performs a large variety of routine administrative transactions and office support functions contributing to the smooth and efficient running of the work unit.

Supervision Received/Exercised

The Office Assistant works under the overall guidance of the FAO Representative and the direct supervision of the Assistant FAO Representative in Georgia, in close collaboration with FAO project management and administrative staff in the country. He/she acts independently in routine matters. Supervision received is focused on the quality of the work performed and provides for on-the-job learning.

Working Relationships

The Office Assistant usually interacts with a wide variety of colleagues within the work unit and with immediate clients within the Organization, providing routine administrative and office support services.

Key Functions/Results

- Arrange appointments for the supervisor, receive visitors, place and screen telephone calls and respond to routine requests for information;
- Provide office, administrative and logistics support to meetings, committees, conferences, etc.;
- Review, record, distribute and process incoming mail and correspondence; follow-up on pending actions;
- Respond or draft responses to standard/ routine correspondence and other communications; use word processing package to produce a wide variety of large, complex documents and reports;
- Proofread documents and format texts for accuracy, grammar, punctuation and style, as well as for adherence to established standards;
- Initiate general administrative tasks in the computerized financial/travel/human resources systems;
- Make travel and hotel arrangements and prepare travel authorizations/claims for staff as required;
- Provide assistance in the administrative processing of vacancy announcements and consultants' contracts;
- Research, compile and organize information and reference materials from various sources for reports; create spreadsheets and presentations; manage and update databases for mailing lists and other information; and maintain electronic and paper files;
- Perform other duties as required.

Impact Of Work

The incumbent's work impacts on the timely and efficient delivery of office support services and on the overall output of the work unit.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

Education: Secondary School Education

Experience: Three years of relevant experience in office support work

Languages: Working knowledge (level C) of English; Proficiency in Georgian.

IT Skills: Good knowledge of the MS Office applications, Internet and office technology equipment

Competencies

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

Technical Skills

- Good knowledge of communication and documentation standards
- Good knowledge of corporate computerized financial / travel / human resources systems and administrative procedures and policies

Desirable Qualifications And Skills

- Good knowledge of the organizational structure
- Good knowledge of Excel
- Working knowledge of Russian

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 recognized 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/iemployment-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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