



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC4453

Issued on: 15 August 2017

Deadline For Application: 5 September 2017

Position Title:	Administrative Assistant	Grade Level:	G-5
		Duty Station:	Georgia, Tbilisi
Organizational Unit:	FAO Representation in Georgia, FECEO	Duration *:	Fixed term: 1 year (with possibility of extension)
		Post Number:	2006469
		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 Administrative Assistant post is located at the FAO Representation in Georgia. The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

Main Purpose

The Administrative Assistant coordinates and performs the full range of office support, management support and administrative tasks, providing for the smooth and efficient running of the Office. He/she ensures quality and consistency of the flow of office work and information in the work unit.

Supervision Received/Exercised

The Administrative 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 project management and administrative staff of the FAO in Georgia. The incumbent operates independently and takes decisions on work priorities and exercises initiative for dealing with cases without precedents. Supervision received is focused on the quality of work outputs. He/she provides guidance and advice to other office support staff.

Working Relationships

The Administrative Assistant works closely with a wide range of colleagues in the division/region, with central units and external clients, performing and coordinating office- and management support services, and providing procedural guidance and information.

Key Functions/Results

- Maintain financial records and monitoring systems for the office; maintain imprest accounts; reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports; manage the Country Office petty cash; monitor project and programme accounts for which responsibility is assigned.
- Retrieve, enter, select and analyse data from a wide variety of sources, including FAO's corporate systems and data bases; verify accuracy of data documents; make necessary calculations;
- Verify availability of funds under all programmes; ensure that operational expenditures are in accordance with approved budgets and that all committing documents are complete and consistent;
- Prepare correspondence of administrative and financial nature; draft correspondence to verify data, answer queries, and obtain additional information on transactions and financial matters, as required;
- Maintain detailed records of budget estimates, obligations and available balances; participate in the consolidation of budget proposals; prepare financial data for budget estimates and financial planning;
- Provide reports on budgetary performance of office accounts, and, if required, of project accounts; report variations from budgets;
- Maintain local inventory records with responsibility for proper recording of assets, their maintenance and safeguard;
- Maintain a filing system of administrative and financial documents;
- Monitor the receipt of government contributions and the transfer of ownership of the Organization's equipment;
- Maintain liaison with local banks and financial institutions to keep up-to-date with financial and regulatory information (exchange and interest rates, procedures and rules, maintenance of bank accounts, etc.);
- Support the streamlining of procedures and practices and the introduction of new information technologies to the office;
- Support the administration of personnel and equipment;
- Perform other related 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: Four years of administrative, accounting and office management experience

Languages: Working knowledge (level C) of English

Working knowledge (level C) of local language (Georgian)

IT Skills: Very 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

- Very good knowledge of the communication and documentation standards
- Very good knowledge of corporate computerized financial / travel / human resources systems and administrative procedures and policies
- Very good knowledge of the organizational structure

Desirable Qualifications And Skills

Knowledge of FAO's corporate systems and data bases, such as GRMS or the Country Office Information System (COIN).

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/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

FAO IS A NON-SMOKING ENVIRONMENT

