



**Issued on:** 19 September 2017

**Deadline For Application:** 3 October 2017

**JOB TITLE:** Programme Associate

**TYPE OF CONTRACT:** PSA

**DUTY STATION:** Budapest, Hungary

**ORGANIZATIONAL UNIT:** REUTD

**DURATION:** 11 Months

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*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.**

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### **Organizational Setting**

Under the overall supervision of the Regional Representative for Europe and Central Asia and the direct supervisor of the Senior Fisheries and Aquaculture Officer (SFO) the incumbent will:

### **Tasks and responsibilities**

- Assist the SFO and other Fisheries and Aquaculture team members of REU in daily office duties, including: documents for publication, travel arrangements and procurement of equipment, payment of consultants, and other routine office tasks using REU admin systems such as PWS, GRMS, FPMIS;
- Assist in the recruitment of nationally hired consultants according to FAO rules and regulations;
- Maintain, log, file update records in prescribed format for subsequent use; maintain and keep current files on status of projects;
- Assist in the organization of technical national and international workshops, Sessions of European Inland Fisheries and Aquaculture Advisory Commission (EIFAAC) and Central Asian and Caucasus Regional Fisheries and Aquaculture Commission (ICACFish) and their related bodies held within and outside the Office
- Assist with all logistic aspects and identify all necessary activities for conference preparation;
- Assist with drafting and dispatch of invitation letters, oversee visa arrangements, liaise with participants, national focal points, and Embassy personnel, as required;
- Arrange participants' travel, organize logistic planning of transport to hotel and to the conference venue; provide support to registration of participants at meetings; insure that DSA payment is made, and assist participants with TEC, as required;
- Collect all presentations, papers or statements from the presenters or speakers and follow up on publication of these materials.

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## **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

### **Minimum Requirements**

- University degree in international relations, public policy, economics or related field
- 5 years of relevant experience
- Working knowledge of English required; another FAO language (Russian or French) would be an advantage

### **FAO Core 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
- Extent and relevance of experience in conference preparations
- Extent and relevance of experience in diplomatic correspondence
- Familiarity with computers (Microsoft Office, database management etc)

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

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## ADDITIONAL INFORMATION

- 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](mailto: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/>

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## 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](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**