



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC6003

Issued on: **14 January 2019**
Deadline For Application: **4 February 2019**

Position Title:	Administrative Officer	Grade Level:	P-4
		Duty Station:	Egypt, Cairo
Organizational Unit:	Regional Office for the Near East and North Africa (Cairo), RNE	Duration *:	Fixed term: 1 year with possibility of extension
		Post Number:	2005126
		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

The Regional Office for RNE is responsible for leading FAO's response to regional priorities for food security, agriculture and rural development through the identification, planning and implementation of FAO's priority activities in the region. It ensures a multidisciplinary approach to programmes, identifies priority areas of action for the Organization in the Region and, in collaboration with departments and divisions at Headquarters, develops, promotes and oversees FAO's strategic response to regional priorities. RNE also advises on the incorporation of regional priorities into the Organization's Programme of Work and Budget and implements approved programmes and projects in the region, monitors the level of programme implementation and draws attention to problems and deficiencies. RNE develops and maintains relations with region-wide institutions including the Regional Economic Integration Organizations (REIOs). The Regional Office supports regional policy dialogue on food security, agriculture and rural development issues, facilitates the emergence of regional partnerships, and supports capacity development and resource mobilization for food security, agriculture and rural development in the region.

Reporting Lines

The Administrative Officer reports to the Deputy Regional Representative /Sub regional Coordinator.

Technical Focus

Management and administration of programmes and projects.

Key Results

Comprehensive technical, statistical, analytical and/or policy analysis services and the development of specialized tools, methodologies, systems and/or databases to support the planning, implementation/delivery and monitoring of the programme of work and related products, projects, publications, and services.

Key Functions

- Advises in the preparation of the Programme of Work and Budget (PWB) in consultation with relevant technical officers and the HQ technical divisions; prepares and consolidates work plans; proposes revised plans and strategic measures to implement successfully the biennial programme of work and monitor effectively budgetary trends;
- Prepares periodic budget reports for submission; 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 on budgetary, financial and managerial issues in line with the Organization's regulations policies and procedures;
- Establishes effective working relationships with Government counterparts at appropriate level for Government Contributions to the work programme;
- Oversees operational and staffing requirements of the Office and its projects, and ensure optimal staffing of the office and projects;

- Participates in review meetings to assess managerial and operational capacities, scrutinize reliability and solvency of selected implementing partners;
- 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 meetings, workshops, celebrations and other events;
- Performs other related duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business or public administration, accounting or a related field;
- Seven years of relevant experience in financial management, administration and planning.
- 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 financial management, administration and planning
- Extent and relevance of experience in organizing programme proposals and monitor programme implementation

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
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO Professional Employment Roster for a period of two years. The Roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station
- 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/i-recruitment-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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