



Issued on: 13 January 2014

Deadline For Application: 27 January 2013

POSITION TITLE:	FINANCE AND ADMINISTRATIVE OFFICER	GRADE LEVEL:	P4
		DUTY STATION:	Tripoli/Libya
ORGANIZATIONAL UNIT:	Regional Office for the Near East and North Africa, RNE	DURATION *:	Fixed term (2 years, renewable)
		POST CODE/N°:	2004146
		CCOG CODE:	1.A.01

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged
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.

DUTIES AND RESPONSIBILITIES

The Technical Cooperation Agreement between Libya and FAO represents a crucial contribution to provide advice and technical support to the Ministry of Agriculture, Animal and Marine Wealth for the achievement of Libya's objectives in developing its agriculture sector to improve food security and support economic development and diversification. In this context, the Libyan Government requested FAO's technical assistance to establish a Programme Management Unit (PMU) to ensure successful coordination, implementation and monitoring of the 17 various technical assistance projects provided by FAO within the framework of the five year Unilateral Trust Fund (UTF) Programme (2012-2017). In addition, the PMU will ensure the financial and administrative efficiency in the management and implementation of the Programme.

Under the overall guidance of the Programme Coordinator and supervision of the Senior Field Programme Officer at the Regional Office for the Near East (RNE), in close collaboration with the relevant HQ units, the incumbent coordinates and supervises overall administrative, financial, budget, and office management activities of the PMU. In particular, the incumbent will:

- Manage the financial and administrative functions at the PMU including supervising all support staff carrying out duties in Administration, Procurement, Registry/IT, Logistic and Finance to ensure adequate and efficient provision of support service to all individual UTF projects under the umbrella programme;
- Review and monitor financial and human resources planning during the formulation of all the projects and implement their annual and/or special budget revisions based on their annual work plans;
- Consolidate and provide administrative support to implementation of UTF projects procurement and travel plans in accordance with FAO policies and procedures;
- Ensure the correct interpretation and implementation of financial and administrative rules and procedures of the Organization and provide technical guidance and training to staff and non-staff on all administrative and operational matters;
- maintain and review accounts and prepare payment authorization and management reports on expenditures and financial operations for all UTF projects; develop and ensure maintenance of up-to-date financial records;
- Overview the proper review of statements of accounts including transactions listings, allotment ledgers, IMPREST account returns, etc. for the PMU and the UTF projects and prepare adjustment documents; review outstanding commitments to ascertain their validity and ensure that payments to be effected from the Regional Office are accurate and consistent with established guidelines and are properly authorized within given timeframe;
- Perform other duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University degree in accounting, business or public administration, economics or a related field.
- Seven years of relevant experience in the field of administration and financial management, including experience in providing administrative and financial support to large projects and programmes
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance and extent of experience in administration and financial management including accounting, procurement and human resources management.
- Demonstrated ability to organize, coordinate and supervise work of a large team of staff.
- Demonstrated ability to plan projects and financially monitor programme implementation.
- Excellent communication skills, both orally and in writing.
- Knowledge of the UN administrative, financial, budgetary and programme policies, rules and procedures is considered a strong asset.
- International exposure, including extensive experience in developing countries.
- Ability to prioritize plans ahead and work methodically to optimize resources and deliver work effectively
- Working knowledge of Arabic is desirable

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

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

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

For guidelines to applicants, please visit the Application Toolkit at: <http://www.fao.org/employment/current-vacancies/project/en/>

Send your application to:

V.A **RNE-951-13-PRJ**
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