



Issued on:

Deadline For Application: 07 September 2010

POSITION TITLE:	Finance and Administrative Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Tripoli, Libya
ORGANIZATIONAL UNIT:	Regional Officer for the Near East and North Africa (RNE)	DURATION *:	12 months (extendable up to 5 years)
		POST CODE/N°:	Unidentified
		CCOG CODE:	1A12

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

DUTIES AND RESPONSIBILITIES

The technical cooperation agreement between Libya and FAO represents a crucial contribution to strengthen the strategic objectives of the General People’s Committee for Agriculture, Animal and Marine Wealth (GPCA) that aim to increase food production, stabilize food security, preserve natural resources and rationalize their usage as well as to ensure a sustainable development in Libya. In this context, the Libyan Government requested FAO’s technical assistance to establish a Programme Management Unit to coordinate the implementation the five-year Programme (2010–2014) through 17 projects in the 6 thematic subgroups of plant health and pesticides management, animal health management and animal vaccines assessment, seed development, natural resources management, biotechnology, capacity building and institutional strengthening, in the form of specific technical assistance projects.

Under the direct supervision of the Programme Coordinator and general supervision of Senior Field Programme Officer at the Regional Office for the Near East, in close collaboration with the relevant HQ units, the incumbent coordinates and supervises overall administrative, financial, budget, and office management activities of the Programme Management Unit (PMU) of the Libyan Arab Jamahiriya Programme. Specifically :

- Manage the financial and administrative functions at the PMU including budget revisions of various projects under its umbrella and supervise all support staff carrying out duties in Administration, Procurement, Registry/IT, Logistic and Finance, to provide efficient support service to all projects and project offices co-located in Libya;
- Review and monitor budget and HR planning during the formulation of all the projects under the umbrella of this PMU Programme and implement their annual and/or special budget revisions based on their annual work plans;
- 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;
- Ensure that the financial actions are in conformity with financial rules and regulations and maintain and review accounts and prepare payment authorization and management reports on expenditures and financial operations for all 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 17 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 planning of project budgets, financial and general administration in a large organization.
- Working knowledge of English. Knowledge of Arabic is desirable.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance 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 organize programme proposals and financially monitor programme implementation.
 - Excellent communication skills, both orally and in writing.
 - Extent of understanding and knowledge of the UN administrative, financial, budgetary and programme policies, rules and procedures.
- International exposure, including extensive experience in developing countries.

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/>

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to: **V.A RNE-564-10-PRJ**
Personnel Group, Administrative Support Unit, RNEX

11 El Eslah El Zerai, Dokki, Cairo
Fax No: +202 3749-5981 and 3337-3419
E-mail: VA-RNE-569-10-PRJ@fao.org

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