



Food and Agriculture Organization of the United Nations
GENERAL SERVICE VACANCY ANNOUNCEMENT N°: VA 35-2016

Issued on: **18/10/2016**

Deadline For Application: **31/10/2016**

JOB TITLE:	Office Assistant (Procurement)	GRADE LEVEL:	G-3
		DUTY STATION:	Santiago, Chile
ORGANIZATIONAL UNIT:	RLCXD	DURATION :	1 year (renewable)
		POST NUMBER:	0926590
		CCOG CODE:	2.1.01

Organizational Setting

The post is located in the Administrative Support Unit (ASU), in the Region Office for Latin America and the Caribbean (RLC).

Main Purpose

The Office Assistant (Procurement) performs a variety of routine administrative transactions and office support functions contributing to the smooth and efficient running of the work unit.

Supervision Received/Exercised

The Office Assistant (Procurement) reports to the Procurement Associate under the overall guidance of the Senior Administrative Officer. He/she acts independently in routine matters and consults with supervisor(s) on new and/or more complex issues and procedures. Supervision received provides for technical and procedural guidance and on-the-job learning.

Working Relationships

The Office Assistant (Procurement) interacts with a variety of colleagues from within the work unit. Interactions relate to the exchange of routine information and the provision of standard office support services.

Key Functions/Results

- Type, format and draft routine correspondence; requests for quotations, service contracts and invitations to bid; prepare comparative tables from offers received;
- Respond to telephone calls and routine enquiries from potential suppliers, bidders, contractors, requesters and responsible officers; provide information on requests regarding the status of committing documents and procurement actions;
- Enter, retrieve, structure and update selected information and data from various sources (e.g. Intra-/Internet, office files, etc.); present results in standard format;
- Set up and maintain office files and reference systems according to standard procedures;
- Initiate, view and track a variety of administrative transactions related to Procurement and Letters of Agreement in the GRMS platform;
- Support the organization and administration of meetings, specially the Local Procurement Committee meetings.
- Perform other duties as required.

Impact of work

The Office Assistant (Procurement) participates as part of a team in the provision of administrative and office support services. Actions reflect on the immediate and wider work unit.

MINIMUM REQUIREMENTS - candidates will be assessed against the following

Education: Secondary School Education

Experience: Two years of relevant experience in office support work

Languages: Working knowledge (Level C) of Spanish and Limited knowledge (Level B) of English

IT Skills: Knowledge of the MS Office applications, Internet and office technology equipment

Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

DESIRABLE QUALIFICATIONS AND SKILLS- OPTIONAL

Technical Skills

- Knowledge of the communication and documentation standards (house style)
- Knowledge of corporate computerized financial / travel / human resources systems and administrative procedures and policies
- Knowledge of organizational structure
- Knowledge of rules and regulations for Procurement activities

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

TO APPLY: Carefully read and follow the Guidelines to Applicants <http://www.fao.org/alc/file/media/vacancy/normas.pdf>

APPLICANTS ARE REQUESTED TO COMPLETE THEIR PROFESSIONAL PROFILE FROM IN THE FOLLOWING LINK <http://www.fao.org/employment/irecruitment-access/en/> (DO NOT SEND CVs**) AND SEND A SCANNED COPY TO:**

E-mail: RLC.VACANCIES@FAO.ORG