



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant ☐ /PSA ☒

Minimum number of years of relevant experience required: 1yr ☐ 3yrs ☒ 5yrs ☐ 12+yrs ☐

Job Title:	Administrative Assistant
Division/Department:	REUTD
Programme/Project Number:	UTF/ALB/010/ALB "EU Flood Recovery Programme: Agriculture and Economic Development"
Location:	Tirana, Albania with in-country travel
Expected Start Date of Assignment:	as soon as possible
Duration:	3 months with possibility for extension

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of the FAO Representative for Albania, the direct supervision of the Field Programme Officer (REU), and in close collaboration with the National Project Manager, Assistant FAO Representative in Albania, and other project staff and national project partners, the incumbent will:

- Maintain tools and mechanisms for effective and efficient monitoring of programme and project budgets;
- Compile financial data and provide accurate and up-dated financial information via the NPM on continuous basis;
- Assist in the management of the project through monitoring and book-keeping of office expenditures, general administration, set up of filing and archive system, preparation of budgets, work plans, maintenance of inventory system, and other related office management tasks;
- Ensure the effective financial recording and reporting system, internal control and audit follow-up and processing financial transactions in an accurate and timely way;
- Prepare and monitor project budget and ensure financial transactions are in accordance with FAO rules and procedures as well as propose procedures to improve internal controls and efficiency and respond to audit issues;
- Provide support to the procurement committee, by taking minutes, carry out market research and apply procurement rules and regulations leading to actual purchase of goods and services in line with FAO guidelines and procedures;
- Assist in the preparation of project interim and final financial reports;
- Manage human resources related administration;
- Prepare and maintain project accounts, financial reporting, external and internal audits, etc.;
- Support in recruitment, induction and human resource services to project personnel;
- Maintain receipt, custody and disbursement of funds;
- Perform other related duties as required.

KEY PERFORMANCE INDICATORS	
Expected Outputs:	Required Completion Date:
- regular internal and external reports properly and timely submitted; - FAO Procedures followed in procurement, contracts and recruitments; - expenditures are substantiated by proper financial and administrative documents; - safety and security of human and material resources of the project are ensured;	N/A
REQUIRED COMPETENCIES	
Academic qualifications - Degree in business administration, public administration, finance, economics or related field; General requirements - familiarity with FAO or other donors' administrative procedures, strong familiarity with computers and Microsoft Word, Excel; - full competency and fluency in English. Fluency in the Albanian language; - strong ability to work under pressure and against tight deadlines; - strong drafting and interpersonal skills, honesty, orientation on achievements. Candidates will be assessed against the following: - Relevance and extent of experience of financial and administrative services for projects; - Familiarity and working knowledge of UN and in particular the FAO administration and finances.	
HOW TO APPLY	
FOR THIS CONSULTANCY POSITION, PLEASE SUBMIT YOUR APPLICATION in PDF format by email to: REU-Vacancies@fao.org with the following in the subject line VA FAO/ALB/2016/002 and your last name. - A duly completed Personal Profile Form (PPF) generated from FAO's iRecruitment portal as a PDF-file is to be submitted by email together with a cover letter. Please note that attached resumes or CV's in place of the PPF will not be accepted. - In order to prepare a Personal Profile Form, you must first register on the FAO iRecruitment site by clicking on the following link to register: http://www.fao.org/employment/irecruitment-access/en/ In order for your application to be properly evaluated, please ensure that all sections of the on-line profile are completed. Deadline for submission of your application: by 6 March 2016 - Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.	

