



## Food and Agriculture Organization of the United Nations

Telephone : ( 88 02) 8118015-8  
FAX : ( 88 02) 8113446

House 37, Road 8  
Dhanmondi R/A  
Dhaka-1205  
Bangladesh

## Vacancy Announcement

Published On: 16 July 2014  
Deadline for Application: 31 July 2014

The FAO Representation in Bangladesh is inviting applications from qualified candidates to the following vacant position for its project "**Institutionalization of Food Safety in Bangladesh for Safer Food (GCP/BGD/054/USA )**" to be filled as soon as possible:

### Position: Office Secretary

Under the overall supervision of the FAO Representative, the direct supervision of the project's International Operations Officer and in close collaboration with national and international consultants, the incumbent will undertake the following activities:

- Receive, screen, file, distribute, draft, format, and monitor incoming and outgoing correspondence;
- Manage the supervisor's calendar, schedule appointments independently as appropriate;
- Handle, prepare and keep records of all documents pertaining to staff travel and movement;
- Assist in arranging meetings, trainings and workshops and follow up with telephone calls and communication;
- Maintain working office management procedures ensuring smooth running of the office and its administrative structure;
- Regularly update and maintain all address and contacts of the office, United Nations Agencies, NGOs and other partners;
- Maintain, update and report on filing/archiving for the programme/project;
- Select a variety of information from various sources (e.g. Intra-/Internet, office files, FAO information and documentation); compile background information and reference material as appropriate;
- Maintain up-to-date knowledge on administrative and office support policies, procedures and practices and provide the information to staff as appropriate;
- Provide secretarial support as required;
- Perform any other related duties as required;

### Required Competencies:

- Graduate, preferably with a University Degree in Business Administration, Finance, Accounting or a relevant field, complemented with training in business administration and/or accountancy qualification with computer literacy;

- Three years of practical experience in general accounting and progressively responsible experience in administrative/accounting works. Preferably with United Nations Agencies and/or NGOs;
- Fluency in English and Bengali (written and spoken);
- Ability to effectively use standard office software, such as Microsoft Office (Windows, Word, Outlook);
- Ability to work quickly and accurately and ability to maintain good working relationships with people from different nationality and cultural background;
- Working knowledge of English.

**Duty Station:** Dhaka

**Duration:** 11 months ( extendable)

**Application Guidelines:**

All applicants will send their Personal History Form (PHF) to the following address: [FAOBD-Vacancies@fao.org](mailto:FAOBD-Vacancies@fao.org) only by close of business on **31 July 2014**.

Applications from qualified women are encouraged to apply.

Subject must refer "Application for the position of "**Office Secretary**"

Application not submitted through the filled PHF will be discarded. Please do not submit any certificates/documents with your application.

Candidates not possessing the essential qualifications should not apply as their application will not be considered.

Any persuasion will disqualify the candidate; only short listed candidates will be invited for the interview.