



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: 2257-RLC*

Issued on: **26 October 2009**

Deadline For Application: **21 December 2009**

POSITION TITLE:	Senior Administrative Officer	GRADE LEVEL:	P-5
		DUTY STATION:	Santiago, Chile
ORGANIZATIONAL UNIT:	Regional Office for Latin America and the Caribbean	DURATION *:	Fixed Term: 3 years
	RLC	POST CODE/N°:	C/0126012
		CCOG CODE:	1A12

DUTIES AND RESPONSIBILITIES

Under the supervision of the ADG/Regional Representative and the functional guidance of AFDS, the incumbent supervises and coordinates the operation of the Unit providing a full range of activities that include administration, information technology, budget, programming and planning and financial services in support of FAO's regular and other programmes carried out in the region as well as support the Regional Conferences.

Specifically to:

- advise the ADG/RR in the preparation/formulation of FAO's regional programme of work and budget and that these are in line with RLC work plans and in compliance with the approved Programme of Work;
- advise the ADG/RR in the general administration of the Regional Office;
- provide guidance, performance evaluation and supervision to relevant staff;
- support the Shared Services Centre (SSC) hub in administrative matters;
- monitor availability of funds for RP programme and field projects; oversee preparation, monitoring and revision of Regional Office budget; ensure that financial commitments, expenditures and periodic budgetary reports are controlled and in line within established limits;
- identify operational, administrative and other constraints which may affect programme implementation and propose solutions to improve quality, timeliness, cost effectiveness;
- ensure the maintenance of a reliable IT infrastructure and strategy for the Regional Office;
- support the Regional Conference, World Food Day celebrations, and other important meetings;
- liaise with HQ units to resolve complex issues and with the Internal and External Auditors; prepare management replies to audit observations and queries, liaise with other UN agencies in Santiago on common services and participate in UN OMT meetings;
- ensure the maintenance of the office premises and space requirements; ensure that premises have adequate security and are MOSS and E-MOSS compliant;
- provide advice and support to the Sub-regional Offices, FAO Countries and Liaison offices in the Region;
- perform other related duties as required.

***This vacancy supersedes INT-VA-2199-RLC. Applicants to previous VA need not re-apply as they will be taken automatically into consideration.**

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced University degree in a field covered by the programme of the Organization, in business or public administration or a related field.
- Ten years of relevant experience with a national or international organization, including at least five years experience in the field of administration and management.
- Working knowledge of English and Spanish

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of experience in the field of administration and management
- Leadership ability; mature judgement and a high sense of initiative;
- Ability to plan, organize and review work of others;
- Ability to communicate both orally and in writing;
- Familiarity with the programmes and priorities of the Organization and with field programmes, particularly the management of the delivery of technical assistance
- Familiarity with FAO administrative procedures and FAO corporate systems

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

Level P-5 carries a net salary per year (inclusive of a variable element for post adjustment) from USD 116,017 to USD 133,594 (without dependants) and from USD 124,883 to USD 144,982 (with dependants)

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to: V.A **2257-RLC**
FAO Shared Services Centre
Dag Hammarskjöld 3241 – Vitacura, Santiago de Chile
Fax No: +56 2 9232101
E-mail: RLC-Vacancies@fao.org

This vacancy is open to male and female candidates. Applications from qualified women candidates and applications from qualified candidates from non/under-represented member states are encouraged. Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

FAO IS A NON-SMOKING ENVIRONMENT