



Terms of Reference
Office Assistant
(equivalent to G-5 level)

The Office Assistant provides secretarial and office support for the FAO Representation. He/she works under the overall supervision/guidance of the FAO Representative. The Office Assistant works with some leeway for independent action and may handle confidential and sensitive matters and material. The specific duties and responsibilities are as follows:

- Receive, screen, distribute, monitor and file incoming correspondences and documentation; select and abstract pertinent material for supervisors' review; identify complex or sensitive and confidential material for special treatment and attention by supervisors.
- Draft/review outgoing correspondence and documentation for correct format, grammar, spelling and conformance with FAO and country policies and procedures; attach necessary background data and information; maintain a monitoring/follow-up system.
- Screen and place telephone and conference calls; respond to telephone, e-mail and personal enquiries; refer non-recurring matters and difficult issues to respective units within and outside FAO.
- Manage the calendars of the FAO Representative and Assistant FAO Representatives; schedule appointments; brief the FAOR and Assistant FAORs on matters before meetings and trips, as required.
- Maintain control of policy, confidential and personnel records and files; follow-up on deadlines to supervisors and officers for their action.
- Develop and maintain a database of personnel contracts issued by the Representation to allow for better management of human resources, and to ensure that information on status of contracts are regularly monitored and accessible to concerned staff
- 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.
- Perform protocol liaison activities with the Host Government.
- Receive and accompany visitors of the FAO Representative and country office.
- Make necessary arrangements including visa, if required, for official international travels of FAO staff and non-staff related to FAO activities
- Arrange for meeting venues, facilities, equipment, catering, travel, logistics; prepare correspondence and assemble documents for participants; provide administrative and secretarial support during the meetings.
- Participate in the organization and preparation of the supervisors' official meetings and staff meetings, and take minutes and/or notes.
- Maintain directory of Secretaries, government officials and members of the diplomatic corps.
- Prepares service contracts/Personal Services Agreements and/or National Project Personnel contract with nationally-recruited project personnel based on terms and conditions as authorized/specified by supervisors or other units within FAO

- Perform other related duties as may be required by the FAO Representative and Assistant FAO Representatives.

Qualification Requirements:

Bachelor's Degree graduate preferred. Secretarial training. Training in office management and/or general administration. Five years of progressively responsible secretarial and/or clerical experience. Good knowledge (level C) of English and working knowledge of Filipino is required.

Duty Station: Manila

Duration: Six months (15 September 2014 to 15 March 2015)

Competencies and Skills:

Ability to effectively use standard office software, such as MS Office (Word, Outlook, Excel, Power Point). Very good typing skills.

Ability to organize work systematically, set priorities and meet deadlines. Ability to structure and convey information in an appropriate format and timely, ensuring accuracy and consistency.

A cooperative spirit, flexibility and openness to work in an international environment are needed. Utmost tact, discretion, courtesy and trustworthiness are essential personal attributes.

Please send your letter of application with your Curriculum Vitae and FAO Personal History Form (<http://www.fao.org/va/adm11e.dot>) to the postal/email address or by fax to the following, not later than 29 August 2014:

FAO Representation in the Philippines

29TH Floor Yuchengco Tower

RCBC Plaza, 6819 Ayala Avenue Makati City

Fax No: (63-2) 901-0362; E-mail: FAO-PH@FAO.org (indicate "Application – Office Assistant")

Only shortlisted applicants will be acknowledged.