



POSITION TITLE:	<b>CLERK</b>	GRADE:	<b>G-2</b>
LOCATION:	<b>Malaga, Spain</b>	DURATION:	<b>N* - Twelve months (with possibility of extension)</b>
ORGANIZATIONAL UNIT:	<b>FISHERIES MANAGEMENT AND CONSERVATION SERVICE, FIMF</b>	POST NUMBER:	<b>UNIDENTIFIED</b>
	<b>FISHERIES AND AQUACULTURE MANAGEMENT DIVISION</b>	OCC CODE:	<b>2A12</b>

#### DUTIES AND RESPONSIBILITIES

Under the general supervision of the Service Chief, Fisheries Management and Conservation Service (FIMF) and the direct supervision of the Project Coordinator of CopeMed, the incumbent will provide day-to-day clerical support to the project team. In particular will:

- set up and maintain office files of a technical and administrative nature (in hardcopy and electronic format), correspondence logs and registry files;
- receive phone calls and office visitors and respond to routine inquiries and provide ready available information;
- receive, screen and route reports, incoming mail and other materials to appropriate staff;
- prepare draft routine replies and collaborate with the project staff in the finalisation of correspondence;
- type correspondence, documents, reports, etc. and check for correctness using Word processing in English, French and Spanish;
- distribute project's documentation and reports;
- upon instruction, prepare requests for travel authorizations, recruitment of consultants and PSAs, equipment purchase, and undertake the necessary follow-up, including processing mission travel claims ;
- keep records of purchases and local commitments in all participating countries, and report to Headquarters on arrival of non-expendable equipment;
- give support to the supervisor in the preparation of meetings and workshops such as typing invitations, completing forms requesting visas, and security clearances, enquiring by telephone on travel arrangements, hotel reservations and conference facilities ;
- keep records of all matters regarding external meetings and where appropriate, ensure the electronic storage of such documentation;
- give support to the project coordinator in maintaining the project's local account;
- as indicated by the supervisor maintain the register covering the use of the project vehicle;
- perform other related duties as required.

**\* PROMOTION TO THIS POST IS TEMPORARY AS DURATION OF POST IS ONE YEAR WITH POSSIBILITY OF EXTENSION**

#### QUALIFICATIONS – ESSENTIAL

*Applications are normally not considered from candidates who do not possess ALL of the Essential Qualifications*

**Education:** Secondary school education

**Experience:** Two years of general office work

**Language:** Working knowledge (level C) of Spanish and limited knowledge of English or French

**Other:** High sense of responsibility. Ability to plan and organise work, and ability to meet deadlines. Ability in drafting correspondence. Willingness to work under pressure in a team environment. Computer literacy and ability to use effectively word processing and office technology equipment. Courtesy, tact and ability to maintain effective working relationships with people of different national and cultural backgrounds.

#### QUALIFICATIONS – DESIRABLE

Limited knowledge (level B) of the third language indicated above. Desktop processing (editing and formatting) of documents.

**Internal candidates** are invited to complete ADM75 and provide 14 copies. The vacancy announcement number must be quoted on the ADM75. Applications to be submitted to the Human Resources Development Service, Team IV, Room D-312. The name of the successful candidate will be posted on the FAO Intranet and on the FAO notice board next to Room D-312. Applications received after the closing date will not be accepted unless applicants provide justification for the late submission (i.e. absence from HQ during the period of issuance of the vacancy or part thereof and the division has not yet made a submission to the GSSSC).