



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2671

Issued on: **14 November 2014**

Deadline For Application: **12 December 2014**

POSITION TITLE:	Administrative Officer	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	Sub Regional Office for the Caribbean SLC	DUTY STATION:	Bridgetown, Barbados
		DURATION *:	Fixed-term: 2 years
		POST NUMBER:	2000952
		CCOG CODE:	1A.12

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.
Persons with disabilities are equally encouraged to apply.**

All applications will be treated with the strictest confidence.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The Sub Regional Office for the Caribbean (SLC) promotes the eradication of hunger, food insecurity, malnutrition and extreme poverty by providing technical advice and assistance to member countries. SLC is committed to the implementation of the three Regional Initiatives, Support a Hunger-Free Caribbean, Family farming and rural territorial development in Caribbean, and Improving food systems in the Caribbean.

The post is located in the Sub Regional Office for the Caribbean (SLC). The Incumbent coordinates and supervises overall administrative, financial, budget, planning and office management activities of the Office in support to the FAO's regular and other programmes, including the Emergency Programmes and field projects in the Sub Region where relevant.

Reporting Lines

The Administrative Officer reports to the Sub Regional Coordinator (SRC), with the functional guidance of the relevant HQ units in CS Department and OSP.

Key Results

The provision of administrative services and related products and advice

Key Functions

- Advise the SRC in the preparation of the Programme of Work and Budget (PWB) in consultation with relevant technical officers and the HQ technical divisions; prepare and consolidate the Sub Regional Office (SRO) work plans for submission to OSP and the respective HQ technical divisions; propose revised plans and strategic measures to the SRC to implement successfully the biennial programme of work and monitor effectively budgetary trends;
- Prepare SRO periodic budget reports for submission to the SRC and OSP; prepare post planning and monitoring and other regular and ad hoc reports;
- Contribute to the development of results-based management concepts and policies and monitoring and reporting procedures;
- Develop, implement and monitor corporate activities, identify operational, administrative, information technology and other constraints and propose solutions to improve quality, timeliness and cost effectiveness;
- Overview the maintenance of imprest accounts and other budgetary reports; act as Certifying Officer, monitor availability of funds under all programmes; ensure that financial commitments and expenditures are accurate and consistent with established guidelines;
- Train and supervise staff and field project personnel on all administrative and operational matters and undertake special missions for training staff in other FAORs Offices, SRO and host Governments on budgetary, financial and managerial issues in line with the Organization's regulations policies and procedures;
- Assess training needs and encourage training events as well as other human resources-related activities;
- Optimize the management of Office's premises, the allocation of space and the provision of services for the renovation and the maintenance of premises and be responsible for security for MOSS compliance;
- Establish and maintain partnership with HQ units, interact with Internal and External Auditors and prepare replies to audit observations and queries;
- Organize and participate in Sub Regional meetings, workshops, celebrations and other events; and,
- Perform other related duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree in business or public administration, accounting or a related field;
- Five years of relevant experience in financial managements, including experience in planning, financial and general administration in a large organization; and,
- Working knowledge of English and Spanish or French.

Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Relevance of experience in administration and financial management including accounting, procurement and human resources administration;
- Ability to organize, coordinate and supervise work of a large team of staff;
- Ability to organize programme proposals and monitor programme implementation;
- Excellent communication skills, both oral and in writing in English and Spanish or French;
- Extent of understanding and knowledge of the UN administrative, financial, budgetary and programme policies, rules and procedures; and,
- Extent of experience in developing countries

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, visit the International Civil Service Commission (ICSC) website: <http://icsc.un.org/rootindex.asp>

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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