



Administrative Position

deadline: 4 December 2015

The FAO's Shared Services Centre (SSC) is seeking qualified candidates for administrative functions in the Centre.

The SSC is part of FAO's Corporate Services Department and is operating in the areas of human resources contracting and servicing, finance (accounts payables) and travel servicing, vendor database maintenance, assets and inventory management as well as user support for FAO's administrative resource management system.

Duties and responsibilities:

- Respond daily to variety of queries and provide information to staff and managers on data available from office records and systems, refer more complex queries to supervisors when necessary;
- Prepare various draft correspondence, enter data and initiate system related actions;
- Ensure maintenance of appropriate records and follow-up systems;
- Generate and publish reports to facilitate appropriate system actions;
- Verify data and validity of information with relevant parties;
- Update Oracle database;
- Keep statistics on daily work for monthly reporting purposes;
- Assist supervisors in preparation of activity reports when assigned;
- Respond to enquiries by e-mail and telephone;
- Report irregularities, discrepancies or system problems;
- Perform other related duties as required.

Essential qualifications include:

- Working knowledge (level C) of English; knowledge of another UN language (French, Spanish, Arabic, Chinese or Russian) is an asset;
- Secondary school education;
- Relevant professional experience in one or more administrative area.

Selection criteria:

- Attention to detail and ability to maintain accurate records;
- Ability to draft routine correspondence and to write and spell correctly in English;
- Ability to organize own work and that of the team, set priorities, meet deadlines;
- Ability to cope with an increased volume of work during peak periods of a limited duration;
- Computer literacy and ability to effectively use databases, spreadsheets, email and other office technology software;
- Courtesy, tact and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds.

If you are interested, please complete a PPF - Personal Profile Form – and send it to SSC-Vacancies@fao.org before 4 December 2015, indicating your administrative area of preference.

The PPF is available at: <http://www.fao.org/employment/irecruitment-access/en/>

As part of the recruitment process candidates will be invited to take an English language test.