



GLOBAL CALL FOR EXPRESSION OF INTEREST
FAO General Service Positions – Grades G-3
(Duty Station: BUDAPEST, HUNGARY)

Vacancy No. IRC 3116

I. Organizational Setting

The positions are located at the FAO Regional Office for Europe (REU), or in the Shared Services Centre (SSC) both located in Budapest, Hungary.

The SSC provides a wide range of administrative services in the areas of Human Resources, Finance, Travel and Support with a focus on providing assistance and processing transactions for client departments at FAO Headquarters, decentralized Offices, and country offices globally.

II. General Service Positions

The functions in the General Service include administrative, secretarial and clerical support.

The work carried out by General Service staff supports the functioning of the Organization and is typically procedural, operational or technical in nature. The work in these categories ranges from routine duties to varied and complex assignments. The knowledge of the subject matter and higher-level skills are generally developed through long experience and familiarity with applicable procedures, regulations and precedents or projects of the Organization in a narrow technical field or in an administrative support activity. The higher the level of the job, the more complex the functions become along with higher levels of responsibility.

General Service Positions are divided into grades: G-3 to G-7.

Staff in the General Service are recruited locally from the area in which the particular office is located but could be of any nationality. As a result, such staff members are usually not expected to move between different duty stations.

III. Duration

The appointment will be on a fixed-term contract for one year, with a possibility of extension, subject to satisfactory performance and depending on the resources and needs of the Organization.

IV. Global Call Purpose

The objective of the Global call is to attract global talent for the several Office support functions and posts that will become available in the near future. The Global call will create a General Service roster of Applicants that will be used to identify candidates for positions for grade G-3.

Below are the different functional areas covered by the roster:

- a. Office Support
- b. Human Resources Support performing administrative duties in the recruitment of staff and consultants, in the administration of entitlements and in the processing of payroll related transactions.
- c. Travel services support performing administrative duties in reviewing travel requests, advising travel and shipment contactors, review travel claims and processing travel transactions
- d. Finance services support performing administrative and financial duties in support of the control and maintenance of accounts and in the processing of finance/accounting/budget-related transactions.
- e. Contact Desk and client relations performing administrative duties providing client assistance across multiple disciplines and activities of the Centre, initiating or completing a variety of pre-defined transactions in the corporate system(s), establishing communication best practices with SSC clients.

V. Minimum Requirements - CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Education: Secondary School Education

Experience: Two years of relevant experience in related positions

Languages: Working knowledge (Level C) of English. Knowledge of one of the following FAO languages (French, Russian or Spanish) is desirable.

IT Skills: Knowledge of the MS Office applications, Internet and office technology equipment

VI. FAO Core Competencies

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

VII. Main responsibilities and tasks for the general Service positions G-3

The key functions/ results include **BUT ARE NOT** limited to:

- Sort, register and route correspondence; type and format routine documentation, tables, reports, etc.;
- Receive, screen and direct telephone calls and visitors; respond to routine internal and external enquiries and/or refer to appropriate contacts /units;
- Enter, retrieve, structure and update selected information and data from easily accessible sources (e.g. Intra-/Internet, office files, source material, publications, surveys, reports etc.); present results in standard format;
- Set up and maintain office files and reference systems according to standard procedures;
- Initiate, view and track a variety of administrative transactions in the computerized financial / travel / human resources systems;
- Prepare standard statistical reports, tables and diagrams to show evidence and comparison of statistical information to facilitate further review and analysis;
- Support the organization and administration of meetings, workshops and events;
- Ensure availability of office supplies and appropriate maintenance of office equipment.

Technical Skills

- Knowledge of corporate computerized Financial / Travel / Human resources systems/ Statistical systems

VIII. How to Apply:

- Candidates are invited to create and complete their profiles in the FAO's iRecruitment system profiles on the link <http://www.fao.org/employment/irecruitment-access/en/>.
- Once complete, please apply and submit your application OR applications.

Only Applications received through I-Recruitment will be considered.

IX. Additional information

- Candidates may apply from any geographic location.
- Selected candidates will need to relocate to a location within the commuting distance of the FAO Regional Office for Europe (REU), Budapest, Hungary, at their own expense. "Commuting distance" means the distance within which staff members can travel daily between their place of work and their residence.
- No international benefits will be payable as positions will be recruited locally and paid in local currency.
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org.
- Applications received after the closing date will not be accepted.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>.