



Food and Agriculture Organization of the United Nations

## PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC4486

Issued on: 12 December 2017

Deadline for Application: 7 January 2018

POSITION TITLE:	<b>Administrative Officer</b>	GRADE LEVEL:	<b>P-4</b>
		DUTY STATION:	<b>Nairobi, Kenya</b>
ORGANIZATIONAL UNIT:	<b>FAO Representation in Somalia, FRSOM</b>	DURATION*:	<b>Fixed Term: 1 Year (with possibility of extension)</b>
		POST NUMBER:	

\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**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.**

**\* This Vacancy Announcement is a re-issuance. Applicants who already applied do not have to re-apply to the present vacancy in order to be considered.**

### Organizational Setting

The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

The position is located in Nairobi, Kenya.

### Reporting Lines

The Administrative Officer reports to the FAO Representative in Somalia

### Technical Focus

Financial management of and administrative support to Country programmes

### Key Results

Comprehensive technical, statistical, analytical and/or policy analysis services and the development of specialized tools, methodologies, systems and/or databases to support the planning, implementation/delivery and monitoring of the programme of work and related products, projects, publications, and services

### Key Functions

- Advises the FAO Representative (FAOR) in the preparation of the country Programme of Work and related budget in consultation with relevant technical officers and the headquarters' technical divisions; prepares and consolidates the Country Office work plans for submission to the FAO Country Office Network/OSD and the respective technical divisions; proposes revised plans and strategic measures to the FAOR to implement successfully the programme of work and monitor effectively budgetary trends;
- Prepares Country Office periodic budget reports for submission to the FAOR and FAO Country Office Network/OSD;
- Prepares post planning and monitoring and other regular and ad hoc reports;
- Contributes to the development of results-based management concepts and policies and monitoring and reporting procedures;
- Develops, implements and monitors corporate activities, identifies operational, administrative, information technology and other constraints and proposes solutions to improve quality, timeliness and cost effectiveness;
- Overviews the maintenance of imprest accounts and other budgetary reports; acts as Certifying Officer, monitors availability of funds under all programmes, including those of the Host Country Office; ensures that financial commitments and expenditures are accurate and consistent with established guidelines;
- Trains and supervises staff and field project personnel on all administrative and operational matters and undertakes special missions for training staff in other FAORs Offices and Host Governments on budgetary, financial and managerial issues in line with the Organization's regulations, policies and procedures;
- Establishes effective working relationships with government counterparts at appropriate level for Government;
- Contributions to the work programme of the Country Office;
- Oversees operational and staffing requirements of the Office and its projects, and ensures optimal staffing of the office and projects;
- Participates in review meetings to assess managerial and operational capacities, scrutinize reliability and solvency of selected implementing partners;
- Assesses training needs and encourages training events as well as other human resources-related activities;
- Optimizes the management of office premises, the allocation of space and the provision of services for renovation and the maintenance of premises and is responsible for security for MOSS compliance;
- Establishes and maintains partnership with headquarters units, interacts with Internal and External Auditors, monitors risks, contributes to the country fraud prevention plan and internal controls reporting process, prepares replies to audit observations and queries and, follow-up on implementation of auditors recommendations;
- Organizes and participates in country meetings, workshops, special events and other events;
- Performs other related duties as required.

## Specific Functions

- Monitors and streamlines procedures related to MTOs (Money Transfer Operators) in the field to ensure transparency and accountability in accordance to Compliance requirements;
- Monitors expenditure against assigned project budgets by Operations Unit for small time payments and general operating expense related payments;
- Provides oversight in assets transfer for closing projects as requested by different sectors.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in business or public administration, accounting or a related field;
- Seven years of relevant experience in financial management, administration and planning;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

### Competencies

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

### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable.
- Extent and relevance of experience in financial management, administration and planning
- Extent and relevance of experience in organizing programme proposals and monitor programme implementation

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

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## 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.

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## REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: [http://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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## 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](mailto:iRecruitment@fao.org)

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