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Ministry of Civil Service and Administrative Reforms

06 November 2008

Ministry of Civil Service and Administrative Reforms
Circular Letter No 42 of 2008
E/75/76/01/09

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers i/c of Ministries/ Departments

Vacancy at the Food and Agriculture Organisation (FAO)
Administrative Officer

The Food and Agriculture Organisation (FAO) is inviting nominations for the post of Administrative Officer in the Subregional Office for Central Africa.

2. The Administrative Officer will work under the general supervision of the Subregional Coordinator and the functional guidance of the relevant Headquarters units in the Department of Human, Financial and Physical Resources or the Budget and Planning Division. The officer will be responsible for the overall administrative, financial and office management activities of the Subregional Office (SRO) as well as for administrative support to field projects in the Subregion and supervision and guidance of all GS staff in the office and of the national professional staff assigned to administration.
3. The minimum qualification requirements for the post are:
 - A University degree in business or public administration, accounting or related field;
 - Five years of relevant experience in the field of financial management, including experience in accounting and general administration in a large organisation;
 - Working knowledge of French and English.
4. Bearing in mind the importance of improving the representation of appropriately qualified women at senior levels in the Organisation, application from female officers is encouraged.

/contd...

5. Potential candidates should note that:

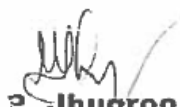
- they should provide a completed FAO Personnel History Form available on the FAO Website http://www.fao.org/VA/vac_en.htm
- their application should be typewritten (where possible), signed and dated; and
- they should clearly indicate in the appropriate box on the Personal History Form and on the front of their application, the title of the post and the Vacancy Number

6. Details of the job description and the terms and conditions applicable to the post are attached . The closing date for the submission of applications is 17 November 2008

7. Interested candidates are requested to forward their applications for the post directly to

V.A. 2092-SFC
Mr A.P. Tettamanzi, Administrative Officer a.i., SFCX
Subregional Office for Central Africa
Villa N.1, Cité de la Démocratie
P.O. Box 2643, Libreville (Gabon)
Fax No +241 740035
Email: SFC-Vacancies-Finances@fao.org

8. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your Ministry/Department.


P. Jhugroo
Supervising Officer

Copy to: Secretary to Cabinet and Head of the Civil Service

GUIDELINES TO APPLICANTS

Examine carefully the relevancy of your qualifications by reviewing the Duties & Responsibilities of the position and the requirements that are needed in order to perform the job successfully.

HOW TO APPLY

Please provide a **completed** FAO Personal History Form, found on the internet site.

- Your application should be typewritten (where possible), signed and dated.
- Clearly indicate in the appropriate box on the Personal History Form and on the front of your application, the title of the position and the Vacancy Number.
- Submit a separate application for each position for which you are applying.
- Send your application to the address (mail, e-mail, or fax) indicated on the Vacancy Announcement.
- Internal candidates should provide 10 copies of their application.

Applicants will be contacted directly if selected for an interview.

FILLING IN THE FAO PERSONAL HISTORY FORM

LANGUAGE SKILLS

Please list the languages with which you are familiar, beginning with your mother tongue, indicating the extent of your knowledge.

- **Excellent/Good = Working knowledge:** You will be expected to work independently using the language required, to prepare a variety of written communications (correspondence, reports, working papers, etc.), to participate actively in meetings and in related discussions, etc.
- **Fair = Limited knowledge:** You will be expected to follow work related discussions or meetings, even though you may wish to intervene in another official language. You will be expected to participate in simple conversations, to use the telephone, to read and understand work-related texts and to write simple communications, etc.
- **Slight**

COMPUTER SKILLS

- Indicate your word processing skills and knowledge of database/spreadsheet (e.g. Excel, Access), or any other office automation software known and used.
- If applicable, specify your work experience in data entry/retrieval and programming skills. Indicate knowledge of programming languages and operating systems.

ACADEMIC QUALIFICATIONS

Starting with the present and going in back in time, please give details of:

- Period of study with name and location of the academic institution,
- Title of study obtained, both in the original language and in English, indicating the subject(s) of specialization and year degree was/is to be awarded,
- List any other relevant training or formal education that may be relevant to your application.

If selected for an interview, you will be expected to provide FAO with certified copies of your academic qualifications.

** A university degree is a title of study substantiated by at least 3 years of full time study (equivalent to a BA or BSc) from a higher institution. An advanced university degree is equivalent to a Masters degree.*

EXPERIENCE

- Relevant professional experience is counted from the time of attainment of the first relevant degree.
- Endeavour to demonstrate how your experience meets the requirements of the post.

OTHER INFORMATION

- If applicable, give the number of publications and provide a list and the dates of the most relevant publications.
- Provide samples of written work only upon request.



Food and Agriculture Organization of the United Nations
PROFESSIONAL VACANCY ANNOUNCEMENT N°: 2092-SFC

Issued on: 22 September 2008

Deadline For Application: 17 November 2008

POSITION TITLE:	ADMINISTRATIVE OFFICER	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	SUBREGIONAL OFFICE FOR CENTRAL AFRICA, SFC	DUTY STATION:	Libreville, Gabon
		DURATION:	Fixed Term: 3 years
		POST CODE/N°:	N/Unidentified
		CCOG CODE:	1A12

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Subregional Coordinator and the functional guidance of the relevant Headquarters (HQ) units in the Department of Human, Financial and Physical Resources (AF) or the Budget and Planning Division (PBE), to be responsible for the overall administrative, financial and office management activities of the Subregional Office (SRO) as well as for administrative support to field projects in the Subregion and supervision and guidance of all GS staff in the office and of the national professional staff assigned to administration.

- Specifically:
 - prepare the Subregional biennial Programme of Work and Budget (PWB) in close association with relevant technical officers and the HQ technical divisions; consolidate the SRO workplans for submission to PBE (Budget and Planning Division) and the respective HQ technical divisions; prepare SRO periodic budgetary reports for submission to the Subregional Representative and PBE (Budget and Planning Division); prepare post planning and monitoring and other regular/ad hoc reports for submission to PBE;
 - liaise with PBE and the respective HQ technical divisions on matters relating to budget preparation, preparation of workplans; programme implementation, monitoring and reporting;
 - act as the SRO focal point for the development, implementation and post-implementation activities of all corporate administrative, planning, financial and personnel computer applications and information systems;
 - overview the maintenance of imprest accounts and other budgetary reports, to ensure effective financial control, act as Certifying officer; supervise input into computerized planning and financial systems;
 - provide general guidance and training on matters relating to equipment, office supplies and transportation, documents reproduction, and other administrative and human resources matters in line with the Organization's regulations on procurement;
 - train and support staff handling administrative and operational support to field projects in the region, and liaise with TCO and other HQ units on hiring of consultants, organization of fellowship travel and travel of project staff and non-staff for meetings;
 - brief FAO staff, project staff and consultants in administrative and human resources matters;
 - liaise with other UN agencies in the region as well as with offices of the host government;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in business or public administration, accounting or related field
- Five years of relevant experience in the field of financial management, including experience in accounting and general administration in a large Organization
- Working knowledge of French and English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in administration and financial management including accounting, procurement and/or personnel administration
- Ability to analyse programme proposals and monitor programme implementation
- Excellent communications skills, both orally and in writing
- Ability to organize, coordinate and supervise work of others and ability to work in a team and mobilize team efforts
- Extent of understanding and knowledge of the UN administrative and financial policies, rules and procedures
- International exposure, including experience in developing countries. Knowledge of other languages is an asset
- Extent of knowledge of administrative systems and standard office packages

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

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

REMUNERATION

Level P-3 carries a net salary per year (inclusive of a variable element for post adjustment) from US\$ 89,303 to US\$ 114,923 (without dependants) and from US\$ 95,671 to US\$ 123,555 (with dependants)

TO APPLY: Carefully read and follow the **Guidelines to applicants**

Send your application to:

V.A 2092-SFC
 Mr. A.P. Tettamanzi, Administrative Officer a.i., SFCX
 Subregional Office for Central Africa, Villa N.1, Cité de la Démocratie, PO Box 2543, Libreville (Gabon)
 Fax No: +241 740035
 E-mail: SFC-Vacancies-Finances@fao.org

This vacancy is open to male and female candidates. Applications from qualified women candidates and applications from qualified candidates from non/under-represented member states are encouraged. Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the Organization.

FAO IS A NON-SMOKING ENVIRONMENT