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.

   [Signature]

   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 FAQ 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 post 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 in 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 FAQ 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 attend/participate actively in meetings and related discussions, etc.

- Fair = Limited knowledge: You will be expected to follow work related discussions or meetings, even though you may value an interview in another official language. You will be expected to participate in simple conversations, to use the telephone, be able to 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 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 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 approved 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 FAQ 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) in a related 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 No.: 2092-SFC

ADEMA 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 (HFP) and the Budget and Planning Division (BPD), the successful candidate will be responsible for ensuring the smooth implementation of the Subregional Office (SRO) administrative, human resource and office management activities. Specifically:

- Prepare the Subregional Annual Programme of Work and Budget (APWB), in close association with relevant technical officers and the HQ technical divisions, consider the SRO strategy for submission to the Subregional Office (SRO) and the respective HQ technical divisions, prepare the annual budget proposal for submission to the SRO and the respective HQ technical divisions.
- Prepare post-predetermined programme and financial reports for submission to the SRO and the respective HQ technical divisions on matters relating to budget preparation, preparation of work plans, programme implementation, monitoring and reporting.
- Act as the SRO focal point for the development, implementation and post-implementation activities of all core administrative, financial and human resource programmes and projects.
- Oversee the maintenance of the administrative, financial and human resource systems.
- Oversee the management of the administrative, financial and human resource systems and procedures.
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FORMATION

Level P-3 carries a net salary per year (inclusive of a variable element for post adjustment) from US$ 89,933 to US$ 114,923 (without dependents) and from US$ 95,671 to US$ 123,558 (with dependents).

TO APPLY: Carefully read and follow the GUIDELINES TO APPLY

Send your application to:

V.A. 2092-SFC

Mr. A.P. Tettemer, Administrative Officer II, SFCX
Subregional Office for Central Africa, Villa 441, Cité de la Démocratie, PO Box 2343, Libreville (Gabon)
Fax No: +241 740003
E-mail: SFCX-Vacancies-AdministrativeServices@Fao.org

This vacancy is open to male and female candidates. Applications from qualified women candidates and applications from qualified candidates from non-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.