



Food and Agriculture Organization of the United Nations  
Vacancy Announcement No: 2402702

Issued on: 23 August 2024

Deadline For Application: 06 September 2024

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<b>Position Title:</b>	Office Assistant	<b>Grade Level:</b>	G-5
		<b>Duty Station:</b>	Monrovia, Liberia
<b>Organizational Unit:</b>	FAO Representation in Liberia, FRLIR	<b>Duration *:</b>	Fixed-term: two years with possibility of extension
		<b>Post Number:</b>	0129542
		<b>CCOG Code:</b>	2101

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

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### Organizational Setting

The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to MORE efficient, inclusive, resilient, and sustainable agrifood systems, for *better production, better nutrition, a better environment, and a better life*, leaving no one behind.

The key mission of the FAO Country Offices, which are headed by the FAO Representatives, is to assist and support national governments to develop policies, strategies and programmes and projects to accelerate the implementation and achievement of Sustainable Development Goals in the area of FAO's global mandate and Strategic Objectives. The post is located in the Office of the FAO Representation in Monrovia, Liberia of the Food and Agriculture Organization of the United Nations providing travel support and transactions processing services to clients and organizational units.

The FAO Representation in Liberia is the body in charge of ensuring liaison between FAO and the Government of Liberia and is the first port of call for analysing and appraising government assistance requests; identifying, formulating, implementing and monitoring all FAO programmes and projects; managing all phases of the project cycle for national projects for which operational and budget holder responsibilities have been assigned by the Technical Cooperation Department; identifying opportunities for collaboration and mobilizing technical and operational support from the Regional Office, headquarters and other funding sources as appropriate.

### Main Purpose

The Office Assistant coordinates and performs the full range of office support, management support and administrative tasks, providing for the smooth and efficient running of the Office. He/she ensures quality and consistency of the flow of office work and information in the work unit.

### Supervision Received/Exercised

The Office Assistant reports to the FAO Representative (FAOR) and receives guidance from the Assistant FAO Representative for Administration (AFAOR (Administration)).

The incumbent operates independently, takes decisions on work priorities and exercises initiative for dealing with cases without precedents. Supervision received is focused on the quality of work output. He/she provides guidance and advice to other office support staff.

### Working Relationships

The Office Assistant works closely with a wide range of colleagues in the office, with central units and external clients, performing and coordinating office and management support services and providing procedural guidance and information.

### Key Functions/Results

- Screen requests for appointments with supervisor; maintain supervisor's calendar; confirm mutually convenient schedules and arrange appointments; receive visitors; screen and send e-mails; respond to queries and correspondence, often of a sensitive, confidential or technical nature.
- Coordinate office support services for meetings, trainings, seminars, committees and special projects and events; attend meetings, prepare minutes, monitor follow-up activities; make arrangements for formal editing, translation, etc., of documents and publications.
- Review, record, distribute and process incoming mail and correspondence; follow-up on pending actions; prepare draft responses to a wide range of correspondence and other communications, often requiring knowledge of technical terminologies and/or detailed office procedures; carry out quality control functions for outgoing documents; proofread texts for adherence to format, grammar, punctuation and style.
- Perform a variety of administrative duties, e.g. contract extensions and requests for temporary staff, leave and attendance recording, budget preparation and follow-up; coordinate with other units to ensure smooth running and expedition of work within the unit.

- Research, compile and organize background information and reference materials from various sources for reports, briefs and speeches; generate a variety of statistical and other reports from various databases.
- Coordinate the work of other office support staff, establish priorities and ensure equitable distribution of work; train new staff to relevant administrative procedures and practices and provide general assistance as required.
- Create and maintain the work unit's filing and reference systems, including an e-book for signatures; review the efficiency of office procedures and make recommendations for improvements; update office websites.
- Perform other duties as required.

### **Impact Of Work**

The incumbent's work impacts directly on the smooth and efficient running of the Office. He/she plays a lead role in the provision of office support services for successful achievement of the organizational unit's mandate.

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## **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

### **Minimum Requirements**

**Education:** Secondary School Education.

**Experience:** Four years of relevant experience in office/management support work.

**Languages:** Working knowledge (proficient - level C) of English.

**IT Skills:** Very good knowledge of the MS Office applications, Internet and office technology equipment.

**Residency:** General Service Staff are recruited locally. To be eligible for this position, candidates must be nationals of the country of the duty station or possess an existing visa/work permit and reside within commuting distance of the duty station at the time of the application. "Commuting distance" means the distance within which staff members can travel daily between their place of work and their residence.

### **Competencies**

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

### **Technical Skills**

- Very good knowledge of communication and documentation standards.
- Very good knowledge of corporate computerized financial, travel, human resources systems and administrative procedures and policies.
- Very good knowledge of the organizational structure.

### **Desirable Qualifications And Skills**

- Limited knowledge (intermediate - level B) of another official FAO language is desirable (Arabic, Chinese, French, Russian or Spanish)..
- Having international experience is an added advantage.

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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*.