



Food and Agriculture Organization of the United Nations

Personal Communications Assistant to the ECTAD Team Leader (OSRO/INS/103/USA) NPP-6

Under the overall supervision of the FAO Representative, the direct supervision of the Team Leader, FAO ECTAD Country Programme, in close cooperation with the International Operations Coordinator and Technical Advisers, and in close coordination with the Translation and Administrative teams, the Personal Communication Assistant will undertake personal communication, task coordination and programme administrative support to the Team Leader:

Specific responsibilities will include:

- Manage arrangements for the weekly ECTAD Management Team Meeting, including updating of the agenda from the previous meeting and timely preparation of meeting minutes;
- Liaise with DGLAHS/DAH/CMU, donors, UN and other international agencies to schedule meetings for the Team Leader and the senior management team;
- Draft routine correspondence, memoranda, and reports from oral instructions, previous correspondence or other available information sources in accordance with standard office procedures; maintain appropriate levels of confidentiality for all communications;
- Assist the Team Leader to check technical or operational documents, including PRF, Service and Purchase Requisitions, and make follow-up document clarifications as requested;
- Prepare travel arrangements (ITA preparation, security clearance, hotel reservations, budget estimations, etc.) for travel of the Team Leader; compile input and format BTORs; ensure conference proceedings are archived in ECTAD and FAOR document repositories;
- Compile the Team Leader's Travel Expenses Claims (TEC), secure their approval and enter the TEC into the GRMS system;
- On behalf of the Team Leader, liaise with the IEC, technical and operations teams to ensure timely production, printing and distribution of the ECTAD Annual Report;
- Compile information and inputs from ECTAD Programme members for inclusion in routine project reports;
- Assist the Team Leader to forward information to the technical team and strategic partners; organize and archive information, including written and electronic project materials, and photographs;
- Maintain the document filing system both hard copy and electronic, receive/send correspondence, and direct communications to the persons concerned; maintain records of such communications; answer telephone and respond to routine inquiries;
- Consult with the Team Leader and manage his Outlook mailbox when he is on duty travel, unpaid leave or contract break;
- Attend meetings / workshops when required and be responsible for taking and writing up minutes of meetings and note-taking at workshops;
- Participate with government counterparts in ECTAD Programme monitoring and evaluation missions and report the outcomes to the Team Leader;
- Assist with the organization of the monthly USAID and partners COP meeting, other meetings, teleconferences, seminars, workshops, etc.;
- Provide verbal translation services as needed for the Team Leader and for other consultants when available;
- Assist the IEC Team to prepare and distribute published materials and reports, including Programme Success Stories;
- Perform other related duties as required.

Qualifications

- Minimum Diploma degree (D3) in office administration, secretarial skills or other relevant field; University degree would be a distinct asset;
- Minimum five (5) years work experience in a similar position for an international organization or company, particularly with FAO or another UN Agency will be an added advantage;
- Excellent interpersonal and communication skills;
- Ability to interact with high level executives and maintain confidentiality;
- Proficiency in MS Office, particularly Word, Excel and PowerPoint;
- Organization skills and capability to perform duties with minimal supervision;
- Ability to work with individuals from different cultural/national backgrounds;
- Fluency in English and Bahasa Indonesia (written and spoken).

Duty station: Jakarta, Indonesia, with In country travels as required.

Duration: 3 months with possibility of extension depending on funding availability and satisfactory performance

GENERAL NOTE TO ALL APPLICANTS:

Interested candidates should submit a CV and a covering letter clearly stating their relevant skills, experience, vacancy and reference code by e-mail to:

E-mail: FAO-ID@fao.org

Submission DEADLINE: 10th August 2014

FAO regrets to inform applicants that only short-listed candidates will be contacted.