

**Food and Agriculture Organization
of the United Nations**

**Project Finance Support (OSRO/INS/103/USA)**

**NPP-6**

Under the direct supervision of the Common Services and Monitoring Officer, the overall supervision of the International Operations Officer and the general supervision of the FAO Representative in Indonesia, the CSMU – Projects Finance Support will be responsible for the accounting control and monitoring of all projects of FAO Indonesia. In particular, the CSMU – Projects Finance Support will be responsible for the following:

**Duties and responsibilities**

* Assists in the processes and facilitates release of DSA of Project Personnel (Internal Travel Authorization/ITA and Travel Expense Claim/TEC)
* Assists in reviewing and processes of Estimated Budget for Training, Workshops, and Meetings.
* Assists in reviewing and checking Liquidation of Cash Advance.
* Assists in preparing payment for airlines tickets, project utilities (fax, blackberry, modem, etc) and match it against established work plan, and prepare necessary PO accordingly.
* Drafts routine correspondence, memoranda and reports from oral instructions. Previous correspondence or other available information sources in accordance with standard office procedures.
* Classifies and codes materials relating to a number of subject-matter areas and maintains general office files.
* Perform other duties as required

**Competencies:**

* Demonstrates commitment to FAO vision, mission and values
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
* Contributes effectively to team work and team outcomes
* Consistently approaches work with energy and a positive, constructive attitude.
* Demonstrates openness to change and ability to manage complexities.
* Demonstrates strong oral and written communication skills as well as interpersonal and public relation skills

**Qualifications**

* Preferably bachelor / university degree
* Good knowledge of the English language and speaks Bahasa fluently
* Previous employment in international organizations preferably within the UN specialized agencies;
* Proficiency in MS Office, particularly Word and Excel
* Ability to work in a multi- cultural environment with sensitivity and respect to diversity
* Good interpersonal and communication skills
* Ability to work with minimum supervision

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

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

G**ENERAL 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: 11 January 2015**

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