



VACANCY ANNOUNCEMENT

FAO is a member of the United Nations and does not charge any fees or require personal banking details at any stage of the recruitment process (application, interview, meeting, traveling, processing, training or any other fees).

**National Programme Assistant
National Project Personnel Contract (NPP)
Job Grade: SB3
6 Months
Duty Station: Johannesburg, South Africa**

Brief Background

The principal function of the Sub regional Office for Southern Africa is the overall identification, planning and implementation of FAO's priority activities based on the needs of the member countries in the sub region. It does so by ensuring a multi-disciplinary approach to agriculture programmes based on the FAO strategic objectives; identifying and implementing priority areas of action for the Organization in the sub region. It is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing sub-regional food security, nutrition, agriculture, forestry, fisheries and rural development priorities.

Duties and Responsibilities

Under the general supervision of the FAO Subregional Coordinator for Southern Africa (SFS) and the Coordinator for the SFS Disaster Risk Reduction/Management Office (SFS-REOSA), and reporting directly to the Operations Officer, SFS-REOSA, the National Programme Assistant will be required to assist in providing operations support to FAO Subregional technical programme in Southern Africa. Specifically he/she will carry out the following duties:

- Maintain the travel portfolio of the office by making airline reservations and preparing travel authorizations
- Assist in the organization of workshops and seminars
- Assist in the procurement process, which includes obtaining quotations from suppliers, preparation of payment requests and following up on payments as well as participating in the local procurement committee
- Managing office supplies and maintaining an updated equipment inventory compliant with FAO rules and regulations
- Raise purchase orders, invoices, expense claims and receipts in the FAO Global Resources Management System (GRMS)
- Prepare correspondence on administrative and operational matters, as required
- In liaison with the finance unit, assist in the maintenance of accounts, reconciliation of expenditures, balances, payments and statements
- Assist with downloading project financial status reports from the Field Programme Monitoring Information System (FPMIS)
- Collect and compile data on programme/project activities to support reporting on programme/project delivery
- Provide Information Technology (IT) support to staff
- Provide Protocol support and liaise with the Department of International Relations and Cooperation
- Maintain an updated personnel leave record and staff list
- Maintaining local inventory records with responsibility for proper recording of assets, their maintenance, disposal and safeguard.
- Review and direct correspondence, calls and queries to appropriate persons
- Provide assistance in the administrative processing of vacancy announcements and consultants' contracts
- Perform any other duties that may be required.

Minimum requirements:

- An advanced diploma in office administration, finance or related

- At least five years' experience in a similar environment, experience in working with national governments, NGOs and other UN Agencies is desirable.
- Excellent oral and written communication skills.
- Working knowledge (Level C) of English
- Good knowledge of the MS Office applications, Internet and office technology equipment

Closing date for applications is **25 January 2018**. Applications received after the closing date will be disregarded.

FAO is an equal opportunity employer, qualified women are encouraged to apply. Only shortlisted candidates will be notified.

Expressions of interest and CVs clearly marked "National Programme Assistant" should be submitted on email to:

SFS-ZW-Recruitment@fao.org

FAO is a smoke free environment.