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| **FAO_black_20** | | Food and Agriculture Organization of the United Nations  Vacancy Announcement No Deadline: TCP/MOL/2019/005 deadline – 31 December 2018 | | | | | |
| **Job Title:** Administrative Assistant | | | | | | |
| **Division/Department:** REUTD/FEMOL | | | | | | |
| **Programme/Project Number** | | | *“Strengthening the capacity of smallholders in berry production”*  TCP/MOL/3608;  *“Support to capacity building on agriculture and rural development policy and implementation of local community development pilot projects”* TCP/MOL/3607 | | | |
| **Location:** | Chisinau, with field missions as necessary | | | | | |
| **Expected Start Date of Assignment:** 15January 2019 | | | |  | **Duration:** 90 days on a when-actually-employed basis until 31 March 2019 with the possibility of extension | |
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| General Description of task(s) and objectives to be achieved | | | | | | |
| Under the overall supervision of the FAO Representative in Moldova, the operational supervision and guidance of the Field Programme Officer, REU (FPO), the general administrative guidance and direct supervision of the Assistant FAO Representative in Moldova, the technical guidance of the Lead Technical Officers (LTOs) of the projects the Project Assistant will undertake the following duties:   * assist the FAO office in Moldova in the day-to-day management of the projects activities; * contribute to the organization of the required consultations with the national stakeholders on the projects’ objectives and results; * assist the Lead technical Officer (LTO) and the NPCs by providing necessary data and information relevant for the project; * assist the LTO and the NPCs in identifying the list of equipment to be procured by the projects; * perform tasks related to the import of equipment purchased within projects, facilitate the custom clearance procedures and proper delivery to beneficiaries; * assist in the organization of workshops, including the final one, meetings and study visits; coordinate the organization of workshops including the choice of locations of the workshops, identification of stakeholders, booking of venues, invitations to stakeholders, collection of materials and presentations needed for workshops, dissemination of materials to stakeholders after the workshops, and identification of follow-up actions; * prepare reports and assist in the elaboration of the terminal statement of the projects; * support in translation of documents and other materials; * provide administrative support for operational and financial management of the projects; * assist in the management of the project through monitoring and book-keeping of office expenditures, general administration, set up of filing and archive system, maintenance of inventory system, and other related office management tasks; * assist the FAO Representation in Moldova in administrative work referring to the respective projects and other relevant issues; * perform any other duties deemed necessary for the successful execution of these two projects and other FAO Moldova priorities; | | | | | | |
| MINIMUM REQUIREMENTS | | | | | | |
| *Candidates should meet the following:*   * Bachelor’s Degree (or equivalent) in economics, agribusiness or related areas * Minimum three years of experience in project administration and management, or any other related administrative field. * Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents. * Fluency in Romanian, English and Russian are essential. * Previous work experience in international organizations and knowledge of UN/FAO procedures and administrative rules will be an asset. * Working experience in the field of agronomy, rural development; experience in conducting trainings and developing training manuals. | | | | | |  |
| SELECTION CRITERIA | | | | | | |
| *Candidates will be assessed against the following:*   * Extent to which above minimum requirements are met. * Ability to plan and organize work and participate in a multi-disciplinary team.   In addition, FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.  All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency. | | | | | |  |
| **FOR THIS POSITION, PLEASE SUBMIT YOUR APPLICATION by email with TCP/MOL/2019/005 in the subject-line to** [**FAO-MD@fao.org**](mailto:FAO-MD@fao.org)  For this position, a duly completed Personal Form generated from FAO recruitment management platform TALEO is to be submitted by email together with a cover letter.  In order to prepare a Personal Form, you must first register on the FAO TALEO platform (click on the following link to register/sign in: <https://jobs.fao.org/careersection/fao_external/jobsearch.ftl?lang=en> ).  **DEADLINE FOR APPLICATION: 31 December 2018 COB**  **Only shortlisted candidates will be notified.** | | | | | | |