



FAO Representation - Afghanistan

VACANCY ANNOUNCEMENT

Issued Date: 10 May 2020

Closing Date for Applications: 24 May 2020

VA NO. FAO/KBL/CO/SC/15-2020

Functional Title:	National Programme & Office Support Associate
Type of Contract:	National Project Personnel / Service Contract (NPP/SC)
Grade / Level:	SB-3
Number of Post (s) :	01 (One)
Duration :	06 Months
Extendable / Renewable:	Extendable, Based on Satisfactory Performance & Budget Availability
Probationary Period:	Initial 3 Months
Project / Programme / Unit:	FAO – Representation / Country Office
Duty Station:	Kabul - With Possible Domestic Field Missions within the Country
Sub – Station:	Nil

DUTIES / RESPONSIBILITIES:

Organization Settings:

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, Programmes and projects to address hunger, food security and malnutrition, and provides technical support for the sustainable development of their agricultural, livestock, animal health, and irrigation and forestry sectors as well as emergency preparedness and response. The activities of the FAO Representation include design and implementation of country-tailored field Programmes, liaison with local donor representatives and active public awareness raising and outreach activities related to the mandate of FAO.

FAO assistance in Afghanistan achieves its objectives through capacity development and direct project implementation in four specific areas of FAO's technical expertise:

- Better governance through improved capacity for policy planning, land reform, decentralization, and management of common natural resources;
- Fostering expansion of irrigation and field water management;
- Intensive agriculture for surplus commercialization, value chains development, and job creation;
- Supporting vulnerable farmers for improved food and nutrition security, resilience, and emergency response to natural and man-made disasters and climate change.

Main Purpose:

The National Programme & Office Support Associate is responsible for the coordination of specialized and complex processes and activities in support of the delivery of the division's work programme, planning and budgeting activities. He/she provides procedural guidance to managers and staff in the FAO Representation and projects.

Working Relationships:

The National Programme & Office Support Associate works closely with a wide range of colleagues in the FAO Representation and FAO projects, ensuring the consistency and quality of programme/ project support services provided by the unit.

Supervision Received/Exercised:

The National Programme & Office Support Associate provides secretarial, coordinates the program and office support activities for the FAO Representation. The incumbent operates independently and takes decisions on work priorities. Supervision received is focused on the quality of work outputs. He/ she provides guidance and advice to other programme support staff. The National Programme & Office Support Associate works with some leeway for independent action and may handle confidential and sensitive matters and material

The incumbent works under the overall guidance of the FAO Representative and deputy FAO Representative in Afghanistan and direct supervision of the Assistant FAOR (Programme) and other international professional officers, the National Programme & Office Support Associate performs following activities / tasks:

Duties and Responsibilities:**Programme Functions/Support:**

- Respond to a variety of routine queries and provide clarifications on programme and project matters; inform management and team members of processes, procedures and timeframes to secure administrative services needed for programme/project execution; initiate correspondence to verify data, obtain additional information on transactions and budgetary matters;
- Review data quality and maintain office records and reference files on various subjects; compile and synthesize data from various sources to support financial analyses on programme/project activities; generate periodic or ad-hoc management reports;
- Provide necessary support on programme development and project cycle, such as entering project concept note on Field Programme Management Information System (FPMIS), and project activity monitoring;
- Provide support to country programme on cross cutting issues, such as gender, Accountability to Affected Populations (AAP) and Protection principles and Protection From Sexual Exploitation And Abuse (PSEA);
- Act as gender focal point or alternate for FAO Afghanistan as necessary and provide support to the project on gender related activities;
- Maintains and keeps current registers and control plans on the status of project at the formulation, implementation and operational stages;
- Assist in preparing of background material, working papers and tables for briefing and review sessions;
- Provide support in summarizing of information reflecting current obligations and future Programme and/or budgetary implications;
- Provide supports in carrying out specific operation/control tasks for Programme/project implementation;
- Assist and supports in translation of Government Letters, reports related to formulation of the new projects, World Food Day (WFD) Papers and other documents related to Programme;
- Coordinate the full array of administrative and financial actions related to staff management, non-staff support, travel, payments, and procurement;
- Provide procedural guidance to other staff in the work unit;
- Review and make recommendations to improve current programme/ projects administration procedures and processes;
- Contribute to quarterly country Update,
- Contribute to One UN quarterly and annual planning and reporting,

Office Support/Management:

- Manage the FAO Representative/Country Director calendar, schedule appointments independently as appropriate, brief the FAOR/CD on matters before the meetings; receive visitors, including high ranking officials from within and outside the organization;
- Manage the calendars of the FAO Representative and Assistant FAO Representatives (Programme); schedule appointments; brief the FAOR and Assistant FAORs (Programme) on matters before meetings and trips, as required.
- Maintain control of records, policy, confidential and personnel records and files; follow-up on deadlines to FAOR/CD, head of units and other projects officers for their action;

- Screen and place telephone and conference calls; respond to telephone, e-mail and personal enquiries; refer non-recurring matters and difficult issues to respective units within and outside FAO Representation;
- Receive, screen, distribute, monitor and file incoming correspondences and documentation; select and abstract pertinent material for supervisors' review; identify complex or sensitive and confidential material for special treatment and attention by supervisors, review and monitor outgoing correspondence and documentation for correct format, grammar, spelling and conformance with FAO policies and procedures;
- Draft/review outgoing correspondence and documentation for correct format, grammar, spelling and conformance with FAO and country policies and procedures; attach necessary background data and information; maintain a monitoring/follow-up system.
- Coordinate and control the workflow and monitor office support processes and products, including management information, for quality and efficiency; prioritize, distribute and monitor work of subordinate staff for whom the incumbent is the immediate supervisor;
- Participate in the organization meetings, seminars and events, including those with high ranking officials, including preparation of correspondence and background documents for participants; take minutes of the office internal meetings;
- Make necessary arrangements including visa, if required, for official international travels of FAO staff and non-staff related to FAO activities;
- Arrange for meeting venues, facilities, equipment, catering, travel, logistics; prepare correspondence and assemble documents for participants; provide administrative and secretarial support during the meetings;
- Be responsible for protocol liaison activities with Host Government;
- Receive and accompany visitors of the FAO Representative and country office

Other Activities:

- Perform other related duties as may be required by the FAO Representative and Assistant FAO Representatives (Programme).

Impact of Work:

- The incumbent's work affects directly on the smooth operations and performance of the division's programme/ project activities. He/ she plays a lead role in the provision of programme and office support services for successful achievement of the organizational unit's mandate.

MINIMUM REQUIREMENTS (TECHNICAL SKILLS AND QUALIFICATION)

Education:

- University degree (preferably Master's degree) in Business/ Public Administration, Management, LLB, Economics or closely related field.
- Secretarial Training: training in office management and/or general administration, would be consider an advantage.

Work Experience:

- At least five (05) years of progressively responsible programme/project support services and office/secretarial experience;
- Previous work experience with UN is an advantage.

Other Technical/Functional Skills:

- Strong interpersonal and communication, reporting and presentation skills, analysis and interpretation of data, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Good understanding and Familiarity with UN development/ humanitarian program and working methods, particularly with FAO policies, financial, administration and programming procedures is an asset;
- Very good knowledge of corporate information systems and programme, budget process and procedures;

- Knowledge of common UN administrative and financial rules and regulations;
- Ability to organize work systematically, set priorities and meet deadlines;
- Ability to structure and convey information in an appropriate format and timely, ensuring accuracy and consistency;
- A cooperative spirit, flexibility and openness to work in an international environment are needed;
- Utmost tact, discretion, courtesy and trustworthiness are essential personal attributes;
- Good writing skills in English
- Good knowledge of protocol, good judgment and initiative;
- Good computer skills with extensive experience in word processing, spreadsheets, and other software application

Language Skills:

- Excellent knowledge of English and local languages, both spoken and written skills.

QUALIFICATION (DESIRABLE)

- **Core competencies:** FAO core competencies include: Understanding FAO's mandate and its global context; planning, organizing, and delivering quality results; communicating to build understanding and support; working together in teams and partnerships; engaging in continuous learning.
- **Operational Effectiveness:** Working independently, structuring tasks, establishing priorities and adhering to deadlines. Show a high degree of accuracy and attention to detail. Contribute ideas and suggestions for process improvement.
- **Client Orientation:** Focus on results for the client. Attend to inquiries from internal and external clients in an effective, timely and courteous manner. Treat clients with courtesy and respect even when working under pressure. Express a high level of professionalism.
- **Interpersonal Communications and Teamwork:** Work effectively and efficiently with staff at all levels, listen to others and openly share own ideas. Express sensitivity, cultural empathy and respect for diversity. Productively handle differing views and opinions and strive for achievement of shared goals. Respond positively to feedback.
- **Knowledge Exchange and Learning:** Share own knowledge and promote a learning culture within the work environment. Actively work towards professional development, including personal learning. Apply newly acquired skills and support flexibility within the work environment.

SUBMISSION GUIDELINE:

Interested Afghan nationals should complete the FAO Personal History Form (PHF) and submit it along with their application letter and CV to the email address below, clearly mentioning the vacancy number and post title (**National Programme & Office Support Associate - FAO/KBL/CO/SC/15-2020**) in the subject line of the email, otherwise your email will not be considered for further process.

FAOAF-vacancies@fao.org

NOTE: Applicant who failed to attach the FAO Personal History Form (PHF) to their Application will not be considered for further process.

The above required documents can also be submitted in writing (marked "Confidential" and clearly indicating on the sealed envelope the Vacancy Announcement number and position title) to: the Assistant FAO Representative (Administration), FAO Representation, Ministry of Agriculture, Irrigation and Livestock, Jamal Mina, Opposite Kabul University, Kabul, Afghanistan.

The FAO PH Form can be downloaded using the following internet link:

<http://www.acbar.org/applicationform>

The last date for receiving applications is **24 May 2020**. Please note that applications received after closing date will not be given consideration. Only short listed candidates whose applications respond to the above criteria will be contacted for test/interview.

GENERAL INFORMATION:

- FAO is committed to achieving workforce gender diversity;
- People with disabilities are equally encouraged to apply;
- All applications will be treated with the strictest confidentiality;
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO NSHR Roster for a period of two years. The Roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station inside the country;
- FAO reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.
- Please note that all candidates should adhere to FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.
- The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization

ADDITIONAL NOTES:

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing);
- Candidates who wish to apply for the position should indicate their preferred duty station(s) in their application letter (or email);
- Only shortlisted candidates will be contacted for the interview/test;
- **Application received after closing date will not be given consideration;**
- Please make sure to sign the first page of your PHF while applying for the vacant post;
- Do not forget to write the post title and VA number on subject of your email, or your application will be ignored;
- Candidates may be requested to provide performance assessments;
- Email will only be sent to the interviewed candidates.

Qualified female candidates are highly encouraged to apply!