




FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
VACANCY ANNOUNCEMENT NO: ECTAD - 3/2010
DEADLINE FOR APPLICATION: 1 September 2010

Position Title	Level (grade)	Duty Station	Duration of Appointment:
Clerk (Operations)	G-3	Bangkok, Thailand	Initially 12 months (extendable)
Organizational Unit RAP-ECTAD	This vacancy is open to male and female candidates. Applications from qualified women candidates are encouraged. Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or offices of the Organization.		
<u>Duties and responsibilities</u> Under the general supervision of the Regional Manager and the direct supervision of <i>Operations Officers</i> at Emergency Centre for Transboundary Animal Diseases based in the FAO Regional Office for Asia and the Pacific (ECTAD-RAP), the incumbent will provide clerical day-to-day assistance. In particular, the incumbent will: <ul style="list-style-type: none">• assist in the day-to-day operations work of the field projects of the Transboundary Animal Disease and Highly Pathogenic Emerging Disease Programmes in Asia and the Pacific Region;• receive, screen, maintain control of and route correspondence, reports and other material;• as instructed, assemble data from office files, records, reports or from other sources and present it in compact form for utilization;• as instructed, initiate administrative transactions in the Organization's computerized and financial and travel systems, and purchases (i.e. Field Budget Authorizations, Field Disbursement Authorisations, Purchase Requisitions, Local Orders) as well as preparation of Travel Authorizations (TA) and processing of travel expense claims (TECs);• upon instructions, initiate requests for recruitment of consultants; prepare Personal Processing Requests; raise Purchase Orders (POs) for consultants and prepare payment requests for settlement of honorarium of consultants;• as instructed, request visas/UN security clearances and make necessary follow-up with FAO/UNDP Offices;• assist in keep detailed track of the status of project staffing in country allocated portfolios;• type correspondence and documents using word processing equipment;• organize applications and be responsible for setting up data-base for perspective consultants/staff including Back to Office Reports (BTOR), Travel Expense Claims (TEC), and Quality Assessments (QA);• organize briefing and debriefing programmes for consultants and other visiting personnel• perform other duties as required.			
ESSENTIAL QUALIFICATIONS Education: Secondary School education. Experience: Two years of experience in general office clerical work. Language: Working knowledge (level C) of English. Other: Knowledge of standard office procedures. Ability to draft routine correspondence. <i>Courtesy, tact, discretion</i> and ability to establish and maintain effective working relationship with people of different nationalities and cultural backgrounds. Computer literacy and ability to use effectively word processing and office technology equipment.			
DESIRABLE QUALIFICATIONS Experience in field operations procedures and in particular, emergency operations.			
Please complete 4 copies of ADM 75 (for FAO staff) or application together with completed Personal History Form, which can be downloaded from http://www.fao.org/VA/adm11e.dot , to Mr T. Nakata, Human Resources Officer, FAO Regional Office for Asia and the Pacific, 39 Phra Atit Road, Bangkok 10200			

Date of issue of vacancy announcement: 19 August 2010


19/8/10