



**FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS**  
**VACANCY ANNOUNCEMENT NO: ECTAD - 4/2010**  
**DEADLINE FOR APPLICATION: 1 September 2010**

Position Title	Level (grade)	Duty Station	Duration of Appointment:
Clerk (Procurement)	G-3	Bangkok, Thailand	Initially 12 months (extendable)
<b>Organizational Unit</b> 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.		
<b><u>Duties and responsibilities</u></b>  Under the general supervision of the Regional Manager and the direct supervision of Operations Officers 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"><li>• 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;</li><li>• provide logistical/operations support for meetings/workshops including obtaining of quotations, raising of Pos, processing of payments and hotel arrangements;</li><li>• assist all aspects of procurement for FAO including obtaining quotations, raising purchase requests, raising purchase orders, settling payments, organizing shipment to 3<sup>rd</sup> countries;</li><li>• request VAT exemption to Protocol Department, invoice sorting and filing documents;</li><li>• as instructed, maintain inventory and request property transfer for ECTAD-RAP programmes;</li><li>• maintain ECTAD equipment store in an orderly fashion and ensure that equipment is coded with the appropriate project symbol and registered in the corporate systems;</li><li>• type correspondence and documents using word processing equipment;</li><li>• perform other related duties as required.</li></ul>			
<b>ESSENTIAL QUALIFICATIONS</b>  Education: Secondary School Education.  Experience: Three years of experience in general office work.  Language: Working knowledge (level C) of English.  Other: Knowledge of standard office procedures. Ability to draft routine correspondence. Courtesy, tact, discretion 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.			
<b>DESIRABLE QUALIFICATIONS</b>  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 <a href="http://www.fao.org/VA/adm11e.dot">http://www.fao.org/VA/adm11e.dot</a> , 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