



The Food and Agriculture Organization of the UN (FAO)

CALL FOR INTEREST 2012/1

to establish a roster of qualified candidates for potential assignments with FAO's Shared Services Centre (SSC) in Budapest.

The Food and Agriculture Organization is a specialised agency of the United Nations whose mandate includes fighting hunger by helping developing countries to improve food production, agriculture, fisheries and forestry. FAO has 6,000 employees worldwide. More about FAO can be found at its website www.fao.org.

The SSC in Budapest has been operational since January 2008 in offices equipped to the highest standards. The Centre, currently employing around 110 staff members, provides best practice administrative services to FAO offices worldwide.

The SSC office in Budapest is organised into dynamic teams, where the daily duties may involve usage of Oracle and other Oracle based applications and require high customer orientation. The possible assignments may involve receiving service requests, screening and checking background material, and processing the required actions in compliance with FAO rules and procedures.

The SSC office is currently looking for dynamic man and woman interested to work in the following fields on short or longer term assignments:

- 1. Human Resources Unit:** clerical and administrative assignments in this group support Human Resource (HR) transactions for the recruitment and servicing for all FAO personnel (staff and consultants);
- 2. Travel Processing Unit:** assignments in this group support processing of travel authorizations, travel advances and travel expense claims;
- 3. Support Unit:** assignments in this group support users of the FAO administrative systems (Finance, HR) worldwide;
- 4. Invoice Processing Unit:** assignments in this group process purchase invoices in Oracle Accounts Payable;
- 5. Vendors Processing Unit:** assignments in this group enter banking instructions (including IBAN, Swift codes, sort codes etc.) for payments using both Oracle Accounts Payable and Oracle HRMS;
- 6. Assets Management Unit:** assignments in this group process fixed assets records (additions, retirement, transfers and disposals);
- 7. Office Administration:** various administrative and clerical duties (scanning, filing, records upkeep, high-volume data-processing, facility management, IT, driver to the Chief , etc.).

Requirements:

- minimum one year relevant work experience for junior assignments, or minimum relevant work experience of three to four years and supervisory experience for senior assignments
- high school diploma, computer/word processing skills
- working knowledge of English (level C)
- knowledge of another FAO official language (preferably French, Spanish, Arabic or Russian) dynamism, courtesy, tact and ability to work with people of different national and cultural backgrounds

Remuneration:

FAO offers competitive remuneration at grades G-2 to G-6 according to the UN Common System of Salaries (<http://icsc.un.org/>) The remuneration level will be commensurate with the current qualifications and experience of the candidate.

Applications are placed on an internal Roster and considered valid for 12 months from the date of receipt of the application, during which period the applicants who meet the profile of eventual assignments may be contacted for interview. Only the candidates identified for an interview will be contacted. Candidates must be legally present in Hungary at the time of recruitment and hire.

To apply please provide us with your most updated CV and or complete FAO's online application, iRecruitment Personal Profile Form, and send it via email to SSC-Vacancies@fao.org quoting "Call for interest – SSC Budapest 2012/1" also indicating the field that you are interested in according to the above list. You can access the following link to create your profile on <http://www.fao.org/employment/irecruitment-access/en/>