



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Consultant/PSA

Job Title: Office assistant

Division/Department: CSSD

Location: Budapest, Hungary

Reports to: **Administrative Officer**

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Administrative duties:

Perform purchasing errands as directed; Ensure maintenance activities are coordinated and performed by manager of the premises, Upkeep and planning of distribution of office furniture and equipment; Assist in inventories keeping; Collect and deliver mail, documents, pouches, and other communications/items

Driving:

Drive the Shared Service Centre senior management and their official visitors on official trips; Log official trips, daily mileage, gas consumption, transportation / vehicle related expenditures, vehicle servicing, repairs, etc. Ensure day-to-day maintenance of the assigned vehicle(s); Be ready available for duties outside of regular working hours

IT:

Assist the IT personnel in generic IT tasks, physical distribution and upkeep of IT and technical equipment; Assist telephony related issues both technical and records upkeep

Other tasks:

Assist the Head Office staff in performing simple clerical duties such as making and answering telephone calls, making photocopies, keeping records; Replace the receptionist and IT personnel when needed

Perform other related duties as required.

Interested candidates should send their PHF's to the SSC-VACANCIES@FAO.ORG e-mail address.