



POSITION TITLE:	Support Clerk	GRADE:	G-3
LOCATION:	Budapest, Hungary	DURATION:	Fixed term
ORGANIZATIONAL UNIT:	Support Group, Shared Services Centre	POST NUMBER:	2001733
		OCC CODE:	2A01

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Finance Officer, SSC/Budapest and direct supervision of Accounting Assistant, the incumbent will perform a variety of office support tasks. In particular:

- assist divisional transaction initiators and approvers in processing various transactions in the FAO corporate computer systems (ORACLE, ATLAS), and advise on associated financial rules and procedures;
- process requests for access to FAO administrative systems;
- assist users in operating FAO corporate systems (HR Self-Service, iRecruitment, FAO Telephone Directory and few other systems);
- initiate a variety of routine transactions in the computerized financial systems of the Organization;
- effect journal processing in the system on the basis of instructions received from budget holders;
- assist in the processing of back-charges (e.g. telephone, translation, internal printing costs, etc.);
- bring to the attention of the supervisor recurring processing and budget reporting problems;
- perform other duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- High-school education
- Two years of administrative experience or in a relevant field of work including knowledge of desktop and corporate computer systems.
- Working knowledge (level C) of English.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of administrative experience
- Knowledge and experience as user of desktop software and corporate systems
- Ability to draft, type, format and collate routine correspondence and to write and spell correctly.
- Attention to detail and ability to maintain accurate records, and ability to organise own work, set priorities and meet deadlines.
- Ability to collaboratively work as a member of a team handling confidential material with discretion
- Desirable limited knowledge (level B) of French or Arabic.

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

REMUNERATION

Level G-3 carries a net salary per year from 2,951,000 Forints to 3,971,000. Forints **prior to deduction** of social security contributions. Social security will include participation in the international medical insurance scheme and United Nations Joint Staff Pension Fund.

Please send your application by email, quoting <p style="text-align: center;">VA n. SSC – 08/11</p>	E-mail: SSC-Vacancies@fao.org FAO of the UN Shared Services Centre – Budapest Kossuth Lajos Tér, 11 – 1055 Budapest Fax No: 0036 13011732
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PLEASE NOTE THAT FAO IS A NON-SMOKING ENVIRONMENT.