

FAO álláshirdetés

OFFICE ASSISTANT (One Candidate)

Deadline for the application: **14 April 2014**

The Ministry of Rural Development of Hungary is recruiting one candidate for the FAO Regional Office for Europe and Central Asia (1068 Budapest, Benczúr u. 34.) with the following terms:

Duties and responsibilities

Under the general supervision of the Regional Representative and the direct supervision of one or more Officers as assigned, the incumbent provides responsible secretarial and programme support duties as follows:

- Assist the REU Secretariat and the Multidisciplinary Team in daily office duties, including reporting, routine office duties and correspondence, including translations;
- Ensure that spelling, punctuation and format are correct; type a variety of material and proof-read for correctness; operate word processing equipment and other computer software;
- Sort, maintain control of and route correspondence, reports and other material;
- Collect data and other information on development and /or subject-matter activities of the country or area; process and examine the information and data in accordance with instructions received, making necessary abstracts and computations;
- Maintain, log, file update records in prescribed format for subsequent use; maintain and keep current files;
- Collect and prepare background material, working papers and tables for briefing and review by the supervisor; organize and schedule meetings, take minutes and notes;
- Assist in the organization of various technical workshops and international meetings held within and outside the Office e.g. preparation of agenda and related documentation, including invitations, arrangements for visas, and provide support to participants at meetings;
- Perform other related duties as required.

Candidates should fulfil the following requirements:

- Completion of secondary school education;
- Have one year of office experience, including secretarial and clerical/programme work and experience in record-keeping and processing of information;
- Have a working knowledge of English (level C). Knowledge of Russian at a working level is an advantage;
- Have the ability to use word processing equipment and other computer software;
- Possess initiative, courtesy and ability to work harmoniously with people of different national and cultural background;

- Respect the principles of the United Nations Charter and FAO's Mission Statement.

Terms:

Duration: Three Years Full time –non-renewable contract

Gross salary: 200.000 Ft/month.

Earliest start: 05 May 2014

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Hungarian citizenship

Please send your application only by email, to Ms. Gabriella Grüner (email address: gabriella.gruner@vm.gov.hu). You are requested to attach the following documents: CV with your job experience, school certificate, certificate of language skills. A moral certificate (erkölcsi bizonyítvány) will be required for employment.

For further questions about the job please contact Ms. Gabriella Grüner, at the Ministry of Rural Development, Department of EU and FAO Affairs, Unit of FAO Affairs and International Project Coordination; telephone: 1/795-1637.