



Food and Agriculture Organization of the United Nations  
**GENERAL SERVICE VACANCY ANNOUNCEMENT No: SSC – 18/10**

Issued on: **8 November 2010**

Deadline For Application: **22 November 2010**

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

#### 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:

- answer basic queries on FAO corporate systems and procedures;
- process requests for access to FAO administrative 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  <b>VA n. SSC – 18/10</b>	<b>E-mail:</b> <a href="mailto:SSC-Vacancies@fao.org">SSC-Vacancies@fao.org</a>  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.**