



Food and Agriculture Organization of the United Nations

GENERAL SERVICE VACANCY ANNOUNCEMENT No: SSC– 12/10

Issued on: **23 June 2010**

Deadline For Application: **6 July 2010**

POSITION TITLE:	Support Clerk	GRADE:	G-3
LOCATION:	Budapest, Hungary	DURATION:	Short-term: 4 months
ORGANIZATIONAL UNIT:	Support Group, Shared Services Centre	POST NUMBER:	One post
		OCC CODE:	2A01

DUTIES AND RESPONSIBILITIES

Under the direct supervision of Finance Officer, SSC/Budapest, the incumbent will support FAO field offices in processing transactions in FAO corporate administrative systems. In particular, will:

- on the basis of instructions received from FAO field offices, initiate purchase orders, travel authorizations and travel expense claims in the computerized financial systems of the Organization;
- answer basic queries on FAO corporate systems and procedures;
- effect journal processing in the system on the basis of instructions received from budget holders;
- bring to the attention of the supervisor recurring 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.

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 of 2,951,000.00 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

VA no. SSC – 12/10

E-mail: SSC-Vacancies@fao.org

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PLEASE NOTE THAT FAO IS A NON-SMOKING ENVIRONMENT.