



**Food and Agriculture Organization of the United Nations**  
**GENERAL SERVICE VACANCY ANNOUNCEMENT N°: 001-2015**

**Issued on: 29/01/2015**

**Deadline For Application: 06/02/2015**

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<b>JOB TITLE:</b>	<b>Office Assistant</b>	<b>GRADE LEVEL:</b>	<b>G-4</b>
		<b>DUTY STATION:</b>	Victoria, Seychelles
<b>ORGANIZATIONAL UNIT:</b>	Policy, Economics and Institutions, FIPI	<b>DURATION:</b>	<b>Fixed-term: two years (renewable)</b>
		<b>POST NUMBER:</b>	<b>0957950</b>
		<b>CCOG CODE:</b>	<b>2.1.02</b>

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**Organizational Setting**

The position is located in Victoria, Seychelles in the Indian Ocean Tuna Commission (IOTC) within the Fisheries and Aquaculture Department, FI. IOTC is an intergovernmental organization responsible for the management of tuna and tuna-like species in the Indian Ocean. It works to achieve this by promoting cooperation among its Contracting Parties (Members) and Cooperating Non-Contracting Parties in order to ensure the conservation and appropriate utilization of fish stocks and encouraging the sustainable development of fisheries.

**Main Purpose**

The Office Assistant performs a large variety of routine administrative transactions and office support functions contributing to the smooth and efficient running of the work unit.

**Supervision Received/Exercised**

The Office Assistant reports to the Executive Secretary and the Administrative Officer and receives guidance from other professional staff. He/she acts independently in routine matters. Supervision received is focused on the quality of the work performed and provides for on-the-job learning.

**Working Relationships**

The Office Assistant usually interacts with a wide variety of colleagues within the work unit and with immediate clients within the Organization, providing routine administrative and office support services.

**Key Functions/Results**

- Arrange appointments for the supervisor, receive visitors, place and screen telephone calls and respond to routine requests for information;
- Provide office, administrative and logistics support to meetings, committees, conferences, etc.;
- Review, record, distribute and process incoming mail and correspondence; follow-up on pending actions;
- Respond or draft responses to standard/ routine correspondence and other communications; use word processing package to produce a wide variety of large, complex documents and reports;
- Proofread documents and format texts for accuracy, grammar, punctuation and style, as well as for adherence to established standards;
- Initiate general administrative tasks in the computerized financial / travel / human resources systems;
- Make travel and hotel arrangements and prepare travel authorizations/claims for staff as required;
- Provide assistance in the administrative processing of vacancy announcements and consultants' contracts;
- Research, compile and organize information and reference materials from various sources for reports; create spreadsheets and presentations; manage and update databases for mailing lists and other information; and maintain electronic and paper files;
- Perform other duties as required.

**Impact of work**

The incumbent's work impacts on the timely and efficient delivery of office support services and on the overall output of the work unit.

**MINIMUM REQUIREMENTS - candidates will be assessed against the following**

**Education:** Secondary School Education

**Experience:** Three years of relevant experience in office support work

**Languages:** Working knowledge (Level C) of English, French or Spanish

**IT Skills:** Good knowledge of the MS Office applications, Internet and office technology equipment

**Technical Skills**

- Good knowledge of the Organization's communication and documentation standards (house style) would be considered an asset
- Good knowledge of FAO's corporate computerized financial / travel / human resources systems and administrative procedures

- and policies would be considered an asset
- Good knowledge of FAO's organizational structure would be considered an asset
- Ability to draft correspondence and to proofread texts to ensure correct spelling, punctuation and syntax
- The incumbent must have a proficiency in typing
- Extent of experience in the preparation of international and high-level meetings, using phone, web-based and video-conferencing
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**DESIRABLE QUALIFICATIONS AND SKILLS**

Initiative and ability to work under pressure to tight deadlines. Ability to work in a team environment. Courtesy, tact and ability to establish and maintain effective working relationships with people of different national and cultural backgrounds.