



Issued on: 14 July 2017

Deadline For Application: 31 July 2017

**JOB TITLE:** Project Administrators (3 positions)

**TYPE OF CONTRACT:** Consultant

**ORGANIZATIONAL UNIT:** FAOLAO

**DUTY STATION:** Vientiane, Laos

**DURATION:** 6 months  
(extendable for further four years)

---

*FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.*

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.**

**Persons with disabilities are equally encouraged to apply.**

**All applications will be treated with the strictest confidence.**

---

### Organizational Setting

The position is in the framework of the FAO GEF project “Strengthening agro-climatic monitoring and information systems to improve adaptation to climate change and food security in Lao PDR” (SAMIS). Under the overall direction of the FAO Representative and the direct supervision of the Project Coordinator (PC), in close collaboration with the National Project Director (NPD) and with the Component Manager and the Government agencies, the Expert will provide senior advice for the activities included in Component 1 of the project and other activities related to agro-meteorology.

### Reporting Lines

- Department of Meteorology and Hydrology (DMH), Ministry of Natural Resources and Environment (MONRE)
- Department of Planning and Cooperation (DOPC), Ministry of Agriculture and Forestry (MAF)

### Technical Focus

- Contribute to correct administration of the project;
- Contribute to financial and technical project reporting;
- Contribute to correct updating of the FAO corporate system;
- Contribute to the update of the project workflow.

### Tasks and responsibilities

- Collect and compile data on project activities to support reporting on project delivery;
  - Provide information on project expenditures and status of project budget;
  - Review and direct correspondence, calls and queries to appropriate contacts; provide for background information; respond to routine enquiries;
  - Make arrangements for meetings, seminars and events: implement logistics, prepare correspondence, compile and distribute documents, make administrative arrangements;
  - Initiate and follow up on administrative and financial actions related to staff management, non-staff support, travel, payments, and procurement; In particular, carry out procurement and letter of agreement procedures including preparing request forms, collecting quotation and preparing purchase orders;
  - Enter, select, analyze and summarize data from various sources, including FAO corporate systems, such as FPMIS (Field Programme Management Information System), GRMS (General Resource Management System), etc.
  - Participate in project monitoring on the status of projects; Assist in the preparation and submission of GEF reports including Project Implementation and Progress Reports (PIR and PPR) and any other periodic project reports, including budget reporting;
  - Prepare background material for briefings, review sessions and meetings;
  - Prepare correspondence to verify data, answer queries, and obtain additional information on transactions and operational matters, as required;
  - Maintain a filing system of technical and project documents and correspondence;
  - Contribute to the maintenance and updating of a system of monitoring of the project workflow, including consultant’s and letters of agreement’s schedules for technical reporting and payments;
  - Carry out other specific operational tasks for programme/ project implementation as requested;
  - Perform other related duties as required.
-

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Secondary School Education/certificate
- Five years of relevant experience in office administration and support work

### FAO Core Competencies

- Results Focused;
- Teamwork;
- Communication;
- Knowledge Sharing and Continuous Improvement;
- Building Effective Relationships.

### Technical/Functional Skills

- Knowledge of a computerized financial/travel/human resources systems
- Very good knowledge of the MS Office applications, Internet and office technology equipment

### Selection Criteria

- Experience in relevant experience in office administration and support work;
- Written and spoken English and Lao languages are essential.

---

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

---

### ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Applications received after the closing date will not be accepted.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

---

### How to apply

Send your application to:                      FAO Representation Office  
128 Phonxay Road, Phonxay Village  
Saysettha District, Vientiane, Lao PDR  
Tel: +856-21 413205, 414503

Or email to    FAO-LA-Vacancies@fao.org

This vacancy is open to male and female candidates. Applications from qualified women are encouraged. Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**