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Administrative Officer

Vacancy announcement number: 10/08/P
Date of issue: 27 April 2010
Deadline for applications: 26 May 2010
Position Title: Administrative Officer
Organizational unit: Asia and the Pacific Division Programme Management Department
Level: P-2/P-3
CCOG Code: 1.A.01
 Rome
 (in principle this position is Rome based, however, candidates should be willing and ready to take field assignments and/or rotate within IFAD)
Duty station:
Date of entry on duty: As soon as possible
Duration of assignment: 2-years fixed term (Possibility of renewal)

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Background to the job

IFAD is an International Financial Institution and a Specialized United Nations Agency whose mission is to enable poor rural people to overcome poverty. IFAD's headquarters is in Rome, Italy, and its staff work with poor rural people; and their governments, communities and organisations in more than 80 countries to develop and finance programmes and projects aimed at increasing agricultural productivity and incomes.

The Programme Management Department (PMD) is responsible for the overall lending programme of the Fund, and is composed of five (5) regional divisions and a Technical Advisory Division.

Under the guidance and general supervision of the director, the incumbent will support the effectiveness of IFAD's operations in the region by (i) managing and contributing to the strategic and efficient use of financial and human resources as well as results-based Divisional Management Plans (DMP); and (ii) overseeing the work of the divisional Business Center.

Duties and responsibilities

As Administrative Officer, the incumbent will:

- Be responsible for consolidating the divisional budget and formulating/monitoring the APR budget based on analyses of past trends and assessment of future requirements, on development of financial forecasts and on departmental work priorities.
- Originate analytical reports on the Divisional budget, inclusive of quarterly reports; recommend to the Director Budget allocations and re-allocations; ensure accurate maintenance of records.
- Monitor progress of divisional Key Performance Indicators, work-plans and outputs, as well as risks and risk mitigation measures, as basis for the quarterly performance conversations at the Corporate, Department and Divisional levels.
- Coordinate the implementation of the ongoing organisational change agenda within the Division; and identify and alert on future requirements within the context of the organizational change programme.
- Contribute to the organization and implementation of divisional structural changes; merge budget availability with divisional needs. Review, in close collaboration with HR, issues arising in the Division.

As Business Center Coordinator, the incumbent will

- Oversee the work of the Business Centre to ensure that all administrative tasks are carried out in a timely manner and to a high standard.
- Be directly responsible for performance management and professional development of the Business Centre Assistants.
- Organize of APR Management meetings, Divisional retreats, conferences and workshops and for monitoring follow-up actions.

At P-3 grade, and in addition to the above, the incumbent will be expected to:

- Act as Alternate Budget Holder, as delegated by the Director.
- Approve all divisional committing documents in the corporate financial system; and
- Represent the Director in meetings, committees and inter-departmental fora with respect to all budget matters.

Professional requirements

Qualification and experience

- University degree in finance, financial management, accounting, business administration, or a closely related field;
- At least three years (at grade P-2); or five years (at grade P-3) of relevant professional experience with International Financial Institutions, the United Nations, rural development/financial institutions, international NGOs or government services in the financial management and administration of rural development programmes.
- Proven strength in data-based analytics.

Technical/functional competencies

- **Analytical Skills:** you will have strong numeric and analytical skills.
- **Team Worker/Builder:** you will have the capacity to foster and build team spirit and engagement at all levels; you will be results-driven but sensitive to staff needs and establish harmonious working relationships in a multicultural environment.
- **Planner and Organiser:** you will have the ability to assess and respond to multiple and new challenges; and you will be able to set clear priorities within a boundless and often

challenging agendas with tight deadlines.

- **Innovative performer:** you will be able to generate innovative solutions, assess risks, make decisions and accept the consequences thereof.

Communication

- Excellent written and verbal communication skills in English, including the ability to set out a coherent argument in presentations and group interactions.
- Excellent working knowledge of Microsoft packages and electronic communication.

Other information

Applicants should note that IFAD staff members are international civil servants subject to the authority of the President of IFAD, and they may be assigned by him/her to any of the activities of IFAD, including field assignments and/or rotation within IFAD.

IFAD reserves the right to appoint a candidate at the appropriate level commensurate with experience and knowledge.

Interested candidates are encouraged to apply by completing IFAD's Personal History Form and sending their applications to the Office of Human Resources, Via Paolo di Dono 44, 00142 Rome, Italy, Fax +39-06-5043463, Email vacancy@ifad.org. Applications from women candidates are particularly encouraged.

Candidates must indicate clearly the Vacancy Number and are kindly requested not to send their application via multiple routes. Any application received by IFAD after the closing date will not be considered. In the interest of making most cost effective use of funds and resources, we are only able to respond to applicants who are short-listed for interview. Candidates who do not receive any feedback within three months should consider their application unsuccessful.

Candidates must be prepared to take a written test and may be asked to give a presentation as well as participate in interviews.

