



Job Description

2403161

Administrative Coordinator

Posting Date 11/Oct/2024

Closure Date 26/Oct/2024, 3:29:00 AM

Organizational Unit: FASRL - FAO Representation in Sri Lanka

Job Type Non-staff opportunities

Type of Requisition: PSA (Personal Services Agreement)

Grade Level: N/A

Primary Location Sri Lanka-Colombo

Duration: 6 months (WAE)

Post Number: N/A

IMPORTANT NOTICE: Please note that Closure Date and Time displayed above are based on date and time settings of your personal device
FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

- [FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture](#)
- [Qualified female applicants, qualified nationals of non-and under-represented Members and person with disabilities are encouraged to apply](#)
- [Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values](#)
- [FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination](#)
- [All selected candidates will undergo rigorous reference and background checks](#)
- [All applications will be treated with the strictest confidentiality](#)
- [FAO staff are subject to the authority of the Director-General, who may assign them to any of the activities or offices of the Organization.](#)

Organizational Setting

FAO's interventions are fully aligned with and contribute to FAO's global vision of "a world free from hunger and malnutrition where food and agriculture contribute to improving the standards of all, especially the poorest, in an economically, socially and environmentally sustainable manner. In doing so FAO strives to transform to a more efficient, inclusive, resilient, and sustainable agri-food system for achieving the FAO "four betters" through issue-based Programme Priority Areas and application of cross cutting accelerators – technology, innovation data and complements. Better Production, Better Nutrition, Better Environment, Better Life.

Reporting Lines

The Administrative Coordinator works under the supervision of AFAOR (Administration) and in close collaboration with the HR/Admin Specialist at FAOLK and the regional Human Resources Unit.

Technical Focus

The Administrative Coordinator is responsible for coordinating and executing administrative tasks related to the hiring of national and international affiliate workforce, facilitating international and local travel arrangements and other administrative tasks in accordance with FAO rules and regulations.

Tasks and responsibilities

- Review Terms of Reference of affiliate workforce and ensure compliance with current standards and regulations.
- Coordinate and manage with the publication of calls to attract candidates for vacancies related to national and international affiliate workforce, ensuring proper dissemination to attract qualified talent.
- Organize and facilitate the selection process, including coordinating interviews with the selection panel and preparing reports on evaluated candidates.
- Manage the complete cycle of contracts for national and international affiliate workforce in the Global Resource Management System (GRMS), ensuring the collection and verification of required documentation.
- Supervise the validity of contracts for national and international affiliate workforce in and take appropriate measures in coordination with supervisors for renewal or termination as necessary.
- Provide administrative support, including recording worked hours for the payment of fees to national and international consultants and other related tasks.
- Collaborate in implementing actions to promote a respectful and harmonious work environment, aligned with the organization's values and commitments.
- Facilitate knowledge exchange and best practices within the office, promoting collaboration, continuous learning, and innovation.
- Maintain confidentiality and handle sensitive information with discretion.
- Brief National Staff on contractual terms, answer queries and provide clarification on contracts, leave entitlements, medical reimbursements etc.
- Stay abreast on policy changes and updates to current procedures.
- Arrange air travel reservations for FAO sponsored travel and support with PHP reservations for international and national personnel to facilitate their respective international travel.
- Regularly monitor compliance and support with local travel authorizations and process local travel expense claims in a timely manner.
- Maintain the internal telephone directory and maintain staff contact list.
- Arranging for UNIDs and FAO email accounts in par with the respective contracts in a timely manner.
- Update e-filing records.
- Maintain personnel files of affiliate workforce on SharePoint in the designated folders and formats.
- Assist in the performance evaluation process of national and international consultants, providing logistical and administrative support for the preparation and recording of their performance evaluation reports (QAR).
- Perform other tasks as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree in Human Resources, Law, Management, International Relations or related field.
- Minimum of 5 years of work experience in Human resources and Administration/Travel.
- Working knowledge of English and Sinhala/Tamil.
- A national of Sri Lanka or must hold a regular work permit.

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Proven ability to manage HR/admin documentation and information flow, with excellent organizational skills and attention to detail in tracking and maintaining accurate records in computerized systems and databases.
- Excellent communication and interpersonal skills, with the ability to work effectively with staff and affiliate workforce and build collaborative relationships.
- A service-oriented outlook when engaging with both staff and affiliate workforce, ensuring a focus on delivering exemplary service and support.
- Efficient time management skills.
- Problem-solving skills to resolve any challenges that may arise during administrative processes.
- Ability to think outside the box to improve and streamline current administrative procedures.
- Proficiency in computer applications, including Microsoft Office with the ability to quickly learn and adapt to new software platforms.
- Ability to work independently with minimal supervision and as part of a team, with a proactive and results-oriented approach to work.

Selection Criteria

- A professional qualification in Human Resources Management would be an asset.
- Prior experience in the UN would be an advantage.
- Experience in a similar role and familiarity with the UN System and /or development sector.

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

ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered.
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

HOW TO APPLY

- To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications, and language skills
- Candidates are requested to attach a letter of motivation to the online profile
- Once your profile is completed, please apply, and submit your application
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications
- Incomplete applications will not be considered
- Personal information provided on your application may be shared within FAO and with other companies acting on FAO's behalf to provide employment support services such as pre-screening of applications, assessment tests, background checks and other related services. You will be asked to provide your consent before submitting your application. You may withdraw consent at any time, by withdrawing your application, in such case FAO will no longer be able to consider your application
- Only applications received through the FAO recruitment portal will be considered
- Your application will be screened based on the information provided in your online profile
- We encourage applicants to submit the application well before the deadline date.

If you need help or have queries, please create a one-time registration with FAO's client support team for further assistance: <https://fao.service-now.com/csp>