

- Provides assistance to Project Officer on matters related to routine project financial transactions and provide financial statements and reports from FPMIS as required by the Project Officer as well as the LTO/BH;
- Assists the project team with providing short translations from/to English-Persian languages of letters, emails and other correspondences as required;
- Keep records of correspondence and other relevant documents
- Upload/retrieve data/documents onto corporate systems such as FAO FPMIS as and when necessary
- Brief and train lower level project support staff regarding all aspects of the job, ensuring adherence to procedures, guidelines and work requirements; ensure accuracy and diligence of the work provided.
- Performs other related duties as required.

REQUIRED COMPETENCES

Academic Qualification:

Secondary school education and three years of relevant experience in project related activities i.e. project administration, or advanced university degree in abovementioned fields and one year of relevant experience in project administration or other relevant subject in project activities.

Technical Competencies and Experiences requirement:

- Extensive knowledge of UN or standard operational rules and procedures and project/programme administrative works;
- Very good written and spoken English language skills;
- Fluent written and spoken Farsi language skills.

KEY PERFORMANCE INDICATORS

	Required Completion Date:
Expected outputs: As per work plan	

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

HOW TO APPLY

- Please send your completed P11 form to: FAOIR-HRDatabase@fao.org, making sure to mention your full name and number (VA 18/03) and title (Project Assistant) in the subject line of your email.

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