

Vacancy Announcement

Vacancy announcement No.:	09/25/P
Date of issue:	02 October 2009
Deadline for applications:	01 November 2009
Position Title:	Director, Administrative Services Division
Organizational Unit:	Administrative Services Division Finance and Administration Department
Level:	D-1
CCOG Code:	1.A.03
Duty station:	Rome
Date of entry on duty:	As soon as possible
Duration of assignment:	3-year fixed term (renewable)

Organizational Context

The Director leads a multidisciplinary team in a growing institution, providing direction and guidance to ensure a dynamic and comprehensive platform of service encompassing the following areas: procurement, security for all staff (including those based in other countries or on mission), liaison with the host government on staff privileges and immunities, facility management and building-related insurance, catering, mail, printing, transport and shipment. Building and guiding a team of expert managers, the incumbent ensures a client-oriented, innovative, efficient and cost-effective service which is capable of responding flexibly to IFAD's needs and guarantees a safe and high-quality physical working environment.

Functional statement:

Under the general supervision of the Assistant President of the Finance and Administration Department, the Director of the Administrative Services Division:

1. Manages and leads the team, providing authoritative advice and creating an empowering work environment, focussed on and synchronised with organizational needs.
2. Plans, creates and supports through continuous learning and development an integrated administrative platform which harnesses technology and balances sourcing and outsourcing modalities for a cost effective delivery of services relating to procurement, facility management, security, privileges and immunities, catering, mail, printing, transport, and shipment and other related services for IFAD.
3. Anticipates trends in administrative service needs to help management plan and develop the capacity to meet evolving requirements, developing administrative strategies and policies for the organization and advising on decisions that directly affect successful service delivery.
4. Builds trust with management and clients, serving as advocate for client needs and ensuring organizational standards and policies of accountability are complied with and that corporate values are practiced,
5. Represents IFAD with host government counterparts on administrative matters requiring negotiation and intervention, also ensuring integrity in the management of resources provided by the host government for facilities and services for IFAD headquarters.
6. Develops and maintains effective liaison channels and relations with UN organizations and other international entities on administrative and security best practice.
7. Establishes rigorous performance metrics, demonstrating effectiveness and value of the individual services.

Qualifications and experience

- Extensive and proven managerial experience, with a focus on managing human resources to achieve results;
- At least 15 years of relevant work experience in management or senior level positions, with a successful track record in client service, managing risks, and in adopting best practices;
- Advanced university degree in business administration, management or a related field;
- Experience working in an international organization with global scope, adequate knowledge of country office operations and activities.

Communication

- Excellent written and verbal communication skills, including the ability to set out a coherent analysis in presentations in English.
- Knowledge of Italian is highly desirable.
- Working knowledge of another official language (Arabic, French, Spanish) is an asset.

Core competencies

- **Negotiator and Communicator** – strong diplomatic and communication skills, with the ability to negotiate skilfully and develop close and effective working relationships with internal and external clients. Ability to articulate and present convincingly. Capacity to promote ideas and optimal service practice to a multi-cultural diverse audience.
- **Planner and Organiser / Decision-maker** – excellent judgement and the ability to think strategically, setting clear priorities in the delivery of cost-effective administrative services.
- **Leader / Teambuilder/Teampayer** – excellent management skills, with the ability to lead and inspire teams and to foster teamwork also as a team player; strong interpersonal skills; ability to work harmoniously in a multi-cultural environment.
- **Facilitator of change** - balancing a responsive and proactive approach to meeting client needs, encouraging staff to understand client needs and concerns and ensuring provision of customized services and products.
- **Model of integrity, trustworthiness and confidence** – championing IFAD's core values - Results, Integrity, Professionalism and Respect.

Applicants should note that IFAD staff members are international civil servants subject to the authority of the President of IFAD, and may be assigned by him to any of the activities of IFAD so candidates should be willing and ready to take field assignments and/or rotate within IFAD.

Interested candidates are encouraged to apply by completing IFAD's Personal History Form, available on the web-site <http://www.ifad.org>, 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 as unsuccessful.