



# Food and Agriculture Organization of the United Nations

## Programme Assistant (OSRO/INS/501/USA)

Job No: VA 180410

NPP 6

Under the functional and administrative guidance of the FAO Representative Indonesia and the overall supervision of the Team Leader of the FAO ECTAD Country Programme in Indonesia, under the general guidance of the Operations Coordinator and the Chief Technical Adviser (CTA), and the direct supervision of the Output D team leader, the Programme Assistant is responsible for the following duties:

- Assist with the overall planning, implementation and monitoring of Emerging Pandemic Threats (EPT2)- Output D project activities in collaboration with the relevant FAO ECTAD Indonesia teams;
- Assist with the logistics, preparation and implementation of conferences, meetings, workshops, trainings and missions for the EPT2 Output D team and other FAO ECTAD activities as required;
- Assist in drafting and managing correspondence between the project and external stakeholders;
- Assist in project implementation follow-up, drawing the attention of the supervisor or other senior staff to problems, inconsistencies and delays.
- Assist in the development of project strategies and work plans for the FAO ECTAD Indonesia project, in close cooperation with government counterparts.
- Ensure that the Output's expenditure does not exceed the Output's allocated work plan budget
- Act as the programme's focal person for specific ECTAD project activities as designated by the CTA and ECTAD Team Leader.
- Assist in coordinating operational administration, logistics and field operations of FAO ECTAD project activities, in compliance with FAO operational guidelines, under the supervision of the senior national and international Operations officers.
- Assist in the production of Output D's procurement plans for goods, services and supplies, and for expansion of project activities as necessary.
- Support the CTA and Output D team leader in liaising with government counterparts, project partners, donors and other stakeholders.
- Support the CTA and Output D team leader to prepare project reports.
- Perform any other relevant duties as required.

### Expected Output:

- FAO ECTAD Indonesia – GOI strong relationship for EPT2 programme implementation established

**Required completion date: on going and as required**

- Submission of training, workshop or meeting TOR and estimated budgets to the Operations unit at least 10 working days before the event

**Required completion date: as required**

- Delivery of project activities on time and within budget

**Required completion date: on going and as required**

- Regular monitoring of programme expenditure

**Required completion date: on going and as required**

- Completion of input to project reports on schedule

**Required completion date: Variable depending on reporting schedule**

Academic Qualifications:

- Diploma or Bachelor's degree in a relevant subject

Technical Competencies and Experience Requirements:

- Minimum of three years work experience in the field of programmatic and/or operational support or in other related fields.
- Experience in working with UN agencies is desirable
- Ability to manage priorities and workload within the general schedule of work, instructions and standardized practices
- Ability to self-motivate and foster team work
- Excellent written and spoken English, speaks Bahasa Indonesia fluently
- Good English memo composition and editing skills
- Proficiency in MS office, particularly Word, Excel and PowerPoint
- Ability to work with individuals from different cultural/ national backgrounds; good interpersonal and communication skills.

Duty station: Jakarta, Indonesia with In-country travel as required

Duration: 3 months initial contract with possibility of further extension subjects to satisfactory performance

**GENERAL NOTE TO ALL APPLICANTS:**

**Interested candidates should submit a Personal History Form (PHF), CV and a covering letter clearly stating their relevant skills, experience, vacancy and reference code by e-mail to:**

**E-mail: [FAO-ID@fao.org](mailto:FAO-ID@fao.org)**

**Submission DEADLINE: 22 April 2018**

**FAO regrets to inform applicants that only short-listed candidates will be contacted.**