



Issued on: 2 July 2014

Deadline For Application: 16 July 2014

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POSITION TITLE:	<b>OPERATION OFFICER</b>	GRADE LEVEL:	<b>P-3</b>
		DUTY STATION:	<b>Niamey, Niger</b>
ORGANIZATIONAL UNIT:	<b>FAO Representation in Niger (FRNER)</b>	DURATION *:	<b>12 months extendable (subject to continuity of funds)</b>
		POST CODE/N°:	
		CCOG CODE:	<b>1A11</b>

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**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged  
Persons with disabilities are equally encouraged to apply.  
All applications will be treated with the strictest confidence.**

**The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.**

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#### DUTIES AND RESPONSIBILITIES

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Under the overall guidance of the FAO Representative in Niger, the direct supervision of the Operation Coordinator and in consultation with the Assistant FAO Representative for Programme, relevant technical and operational divisions at FAO Headquarters and Regional Office for Africa (RAF), the Operation Officer will provide support in the analysis, development and implementation of operational activities of the FAO programme in Niger. In particular, will:

- handle day-to-day operations on matters relating to the implementation of emergency, rehabilitation and development project operations;
- participate in the design and implementation of the FAO field programme in Niger, including budgetary management and monitoring of the approved field expenditures; quality control and monitoring of letters of agreement with implementing partners
- support and strengthen the operational structure, including training of national personnel, to ensure the necessary operational capacity for the implementation of the FAO field programme in Niger;
- participate in the preparation of emergency, rehabilitation and development project work plans, monitor progress and, where necessary, identify corrective measures to overcome operational constraints;
- liaise with FAO technical units to ensure technical quality in project activities;
- analyse the Government requests for emergency, rehabilitation and development assistance and develop project and programme proposals to mobilize donor (and aid programmes of the UN system) funds for FAO emergency, rehabilitation and development operations in line with the Country Programming Framework (CPF);
- support resources mobilization efforts through liaison with donors represented at country level, and in line with the Resource Mobilization Strategy;
- prepare briefs, reports and final statements and formulate correspondence with recipient governments and donors;
- carry out field monitoring, programming and assessment missions as required to assess the status of project implementation, to assess the requirements (including following a disaster) and to plan project activities;
- liaise with other UN organizations and partners (non-governmental organizations, national authorities and donors, etc.) at the appropriate level on emergency response and development assistance;
- prepare and participate in technical and international meetings related to the country programme in Niger;
- perform other related duties as required.

**\*APPOINTMENT/PROMOTION TO THIS POST IS TEMPORARY WITH POSSIBILITY OF EXTENSION**

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- University degree (preferably Master of Science) in agriculture, economics, business administration or other field related to the work of the Organization;
- Five years of relevant experience in emergency /rehabilitation /development operations and in agricultural / rural development sector at field and/or headquarters level;
- Working knowledge of French

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Extent of relevant experience in managing field operations, particularly in the emergency, food security and agriculture sector;
- Demonstrated ability to analyse complex field problems and knowledge of FAO procurement process in emergency situations (MS 502 & MS 507) and other administrative tools
- Demonstrated communication skills, both orally and in writing;
- Ability to work in a team and interpersonal skills;
- Ability to develop work plans for the implementation and coordination of project operations in developing countries, in partnership with UN agencies and other concerned actors;
- Extent of familiarity with the country and the geographical region ;
- Extent of language skills; knowledge of other working languages would be an asset.
- Work experience in more than one location or area of work, particularly in field positions is desirable.

*Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.*

**\* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

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#### **REMUNERATION**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

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**For guidelines to applicants, please visit the Application Toolkit at: <http://www.fao.org/employment/current-vacancies/project/en/>**

Send your application to:

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Bureau de la Représentation  
FAO Niger Avenue du Fleuve Niger B.P. 11 246 Niamey  
Fax No: +227 20 72 47 09  
E-mail: VA-FRNER-50-14-PRJ@fao.org

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**