



POSITION TITLE:	Operations Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Mogadishu
ORGANIZATIONAL UNIT:	Somalia Country Office	DURATION *:	One Year
	(FAO-Somalia)	POST CODE/N ^o :	Unidentified
		CCOG CODE:	1A

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.

DUTIES AND RESPONSIBILITIES

Under the general guidance of the Officer-in-Charge, FAO Somalia, and the direct supervision of the Programme Coordinator, the Operations Officer is responsible for the operation of the field programmes/projects assigned to him/her in accordance with relevant FAO rules and regulations, standard guidelines, and best practices available in the Organization. In particular, the Operations Officer will:

- Contribute to the preparation and/or assessment of new programmes and projects, and provide operational clearance as per the Organization's standards;
- Coordinate the preparation of project work plans;
- Ensure the timely provision of project inputs (personnel, technical support services, subcontracts, training, equipment and supplies) directly by the Organization or, when appropriate, through contractors;
- Regularly visit programme/project sites and monitor activities to: (i) ensure they are in line with the project work plan, time lines and logical framework indicators; (ii) ensure that adequate technical services are available; (iii) identify and take corrective actions as needed, and (iv) inform project teams of immediate or predicted situations/issues that need resolution;
- Monitor the financial situation (budget, cash flow forecasting, and expense allocations) of projects, ensure proper project budget management, and prepare project/budget revisions as required;
- Coordinate the timely preparation of all required project reports for submission to donors and/or for corporate use;
- Prepare analytical reports on project performance and other documentation for project task force consultations, as required;
- Coordinate action concerning the completion/closure of field projects, including identification of project follow-up requirements and transfer of equipment to counterpart institutions;
- Ensure the completeness and quality of data and documentation in the Field Programme Management Information System (FPMIS) for all field projects in the country, including proposals in the pipeline;
- Contribute to the preparation of needs assessments and briefs and ensure timely dissemination of information to the donor community, UN agencies and NGOs, in close consultation with the Programme Management Unit;
- Represent the Organization at interagency meetings and other fora on matters related to FAO's operations and programme in Somalia;
- Perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in a field related to the mandate of the Organization.
- Five years of relevant experience in emergency and/or development operations, programme implementation, monitoring and reporting in developing and/or disaster-stricken countries.
- Working knowledge of English.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Demonstrated ability to provide operational support to programmes and multiple projects with multiple donors.
- Ability and willingness to travel within the country in support of field programme implementation, including in situations of emergency and/or uncertain security.
- Capacity to work with minimum direction and supervision.
- Extent of knowledge of UN or other agencies field programme activities.
- Supervisory and coordination skills and ability to build synergy in a team environment.
- Excellent communication, writing and presentation skills

- Knowledge of another language of the Organization would be an asset.

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**

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/>

TO APPLY: Carefully read and follow the [Guidelines to applicants](#)

Send your application to:

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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.

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