



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC5278

Issued on: 22 February 2018

Deadline For Application: 15 March 2018

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<b>Position Title:</b>	Operations Officer	<b>Grade Level:</b>	P-3
		<b>Duty Station:</b>	WBGS, East Jerusalem
<b>Organizational Unit:</b>	FAO Office in West Bank and Gaza strip, FNPSE	<b>Duration *:</b>	Fixed term: 1 year with possibility of extension
		<b>Post Number:</b>	2004965
		<b>CCOG Code:</b>	1A11

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

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.  
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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### Organizational Setting

FAO's Coordination Office for the West Bank and Gaza Strip (WBGS) Programme assists the Palestinian Government to formulate and implement policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

The position is located in FAO's Coordination Office for the West Bank and Gaza Strip (WBGS) Programme, based in Jerusalem.

### Reporting Lines

The Operations Officer reports to the Head of Office and works in close collaboration with the Head of Programme, the Field Operations Coordinator for Gaza and relevant project personnel, and in consultation with relevant Corporate Services in Headquarters/Regional Offices (e.g. Finance, Procurement, Donor Liaison and Legal).

### Technical Focus

Lead and coordinate the operational support function of the field programme including emergency, rehabilitation and development projects, both country and regional/global projects.

### Key Results

The provision of operations support services.

### Key Functions

- Acts as focal point for all project operational matters, organizes and handles day-to-day operational activities of the field programme (including emergency, rehabilitation and development projects, both national and regional/global projects) and takes action, in consultation with the supervisors, on problems which arise during the execution period;
- Prepares project task force meetings and ensures the secretariat of such meetings;
- Ensures the timely provision of project inputs (personnel, technical support services, subcontracts, training, equipment and supplies) directly by the Organization or, when appropriate, through contractors, in liaison with other support units;
- Participates in the preparation of project work plans, monitors progress and, where necessary, identifies corrective measures to overcome operational constraints;
- Reviews and monitors project budget and prepares requests and revisions as required; maintains and closely monitors budget expenditures and resources; reviews project transaction listings with a view to identifying errors in accounting against budget lines;
- Prepares and submits the Project Implementation Reports and any other reports required by the Organization;
- Ensures the completeness and quality of data and documentation in the FAO corporate systems (GRMS, FPMIS, etc.) for all assigned operational field projects/activities;
- Prepares analytical reports on project performances, as required;
- Coordinates action concerning the completion of field projects and arranges for timely and adequate reporting, including identification of project follow-up requirements;
- Contributes to the formulation of project proposals according to FAO's procedures and prepare project documents for technical clearance and final approval under different funding arrangements.
- Performs other duties as required.

### Specific Functions

- Forecasts and monitors annual programme delivery; estimates and monitors the Office's Administrative and Operational Support (AOS) budget earnings and expenditure;
- Assists in the operationalization and start-up of projects as per project work plans in close collaboration with the Project Manager(s) in the West Bank and Field Operations Coordinator in Gaza where relevant;
- Monitors project expenditures, periodically revises the projects' financial status and alerts project managers to impending under/over expenditures; ensure timely submission of financial reports to donors;
- Ensures day-to-day administration of the FAO WBGS office including personnel, premises, assets and vehicle fleet, ensures compliance with UNDSS security requirements for personnel, premises and assets and participates in relevant UNDSS coordination mechanisms;
- Contributes to maintaining liaison with UNDP's Programme of Assistance to the Palestinian People (PAPP), other UN Organizations, government authorities and other partners as needed to ensure smooth operations of FAO interventions.

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### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

#### Minimum Requirements

- Advanced degree in public or business administration, finance, accounting, economics, social sciences or other fields related to the FAO mandate;
- Five years of relevant experience in project management/operations and support;
- Working knowledge of English and limited knowledge of one the other FAO languages (Arabic, Chinese, French, Russian, or Spanish).

#### Competencies

- Results Focus
- Teamwork
- Communication
- Building effective relationships
- Knowledge sharing and continuous Improvement.

#### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable.
- Extent and relevance of experience in formulation, implementation and monitoring of projects.
- Extent and relevance of experience in supporting, advising and guiding the implementation of complex, multi-stakeholder projects.
- Familiarity with administrative, operational and financial procedures of the UN in general, and of FAO in particular, is considered a strong asset.
- Understanding of FAO policies and programmes is an asset.

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

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### ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
  - Your application will be screened based on the information provided in your iRecruitment online profile (see "*How to Apply*"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills
  - Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognized in the IAU/UNESCO list
  - Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of two years
  - Candidates may be requested to provide performance assessments
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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://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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## **HOW TO APPLY**

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**