



## Food and Agriculture Organization of the United Nations

### Vacancy Announcement No: IRC5370

Issued on: 11 April 2018  
Deadline For Application: 02 May 2018

<b>Position Title:</b>	Operations Officer	<b>Grade Level:</b>	P-3
<b>Organizational Unit:</b>	FAO Representation in Djibouti, FRDJI	<b>Duty Station:</b>	Djibouti, Djibouti
		<b>Duration *:</b>	Fixed term: one year (with possibility of extension)
		<b>Post Number:</b>	2006831
		<b>CCOG Code:</b>	1A11

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.**

#### Organizational Setting

The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop 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.

FAO in Djibouti will be supporting the Ministry of Agriculture, Water, Fishery, Livestock and Marine Resources (MAEPE-RH) through the project "Renforcement de la productivité des productions végétales et animales à Djibouti (Re.Pro.VA)". This project is part of the European Union-funded program "Supporting the resilience of rural populations", and is part of the National Indicative Program of Djibouti of the 11th EDF 2014-2020, which focuses on food security and climate change. The project will ultimately contribute to the improvement of the living conditions of the rural populations of the interior regions of the country while improving their food and nutritional security.

The FAO component of this European Union-funded project will finance: (i) land reclamation and irrigation schemes to exploit surface and underground water tapped by separate governmental projects; and (ii) activities to strengthen local capacities on livestock and agricultural production, including building capacities on agriculture land and water management.

The post is located in Djibouti City, Republic of Djibouti, with duty travel to project sites.

#### Reporting Lines

The Operations Officer reports to the FAO Representative in Djibouti. He/she works in close collaboration with relevant Technical Officers at the Subregional Office for Eastern Africa (SFE), Regional Office for Africa (RAF) and Headquarters.

#### Technical Focus

Lead and coordinate the operational support function of the field programme including emergency, rehabilitation and development projects, both national 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 the 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 supervisors, on any issues 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, sub-contracts, training, equipment and supplies) directly by the Organization or, when appropriate, through contractors, and 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 the project budget; 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 (e.g. GRMS, FPMIS,) 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**

- Supports and strengthens the operational structure, including training of national personnel, to ensure the necessary operational support for the implementation of the FAO field programme in Djibouti;
- Liaises with FAO technical units to ensure technical quality in project activities;
- Supports resources mobilization efforts through liaison with donors represented at country level, and in line with the Resource Mobilization Strategy in particular the initiatives that contribute to the results of the project;
- Liaises with other UN organizations and partners (non-governmental organizations, national authorities and donors, etc.) at the appropriate level for coordination of relief assistance related to emergency/rehabilitation activities and to elaboration of disaster risk reduction strategy at country level.
- Prepares the financial documents to be submitted to the EC, financial report, budgetary revision and others in accordance with the financial rules and established timeframe;
- Ensures that technical specifications are prepared and cleared by relevant technical officers in a timely manner
- Develops and implements operational strategies on the basis of available analysis on the agriculture and food security situation of the country;
- Carries out field monitoring, programming and assessment missions as required to assess the status of project implementation and to assess the emergency requirements following a disaster and to plan project activities;
- Organizes and participates in technical and international meetings related to the country programme.

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#### **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

##### **Minimum Requirements**

- Advanced university 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, French or Spanish and limited knowledge of one the other two or Arabic, Chinese, Russian.

##### **Competencies**

- Results Focus;
- Team Work;
- 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 programme/project formulation, analysis, planning and implementation
- Understanding of FAO policies and programmes is considered a strong asset;
- Extent and relevance of experience in supporting, advising and guiding the implementation of complex, multi-stakeholder projects;
- Extent of experience in formulation, implementation and monitoring of projects;
- Ability to develop plans for the implementation and coordination of project operations in developing countries, in partnership with UN agencies and other concerned actors;
- Familiarity with UN administrative, operational and financial procedures is an asset.

## **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**