



POSITION TITLE:	<b>OPERATIONS OFFICER</b>	GRADE LEVEL:	<b>P-3</b>
		DUTY STATION:	<b>Amman, Jordan</b>
ORGANIZATIONAL UNIT:	<b>FAO Representation in Iraq</b>	DURATION *:	<b>Twelve months extendable (subject to continuity of funds)</b>
	(office relocated to Amman)	POST CODE/N <sup>o</sup> :	
		CCOG CODE:	<b>1S01</b>

**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**

#### DUTIES AND RESPONSIBILITIES

Under the overall supervision of the FAO Representative for Iraq and the Senior Emergency and Rehabilitation Coordinator, in consultation with the Senior Field Programme Officer in the Regional Office for Near East and North Africa (RNE) and in consultation with the Emergency and Rehabilitation Division (TCE) on issues related to emergency and preparedness; and with the relevant technical divisions at FAO headquarters and the Multidisciplinary Teams in the Regional Office, the Operations Officer will coordinate the on-going emergency and rehabilitation portfolio and provide support in the analysis and development of FAO Programme in Iraq. In particular, he/she will:

- act as focal point for all field project operational matters, handling day-to-day operational matters relating to project/programme implementation;
- analyze requests for assistance to the agricultural and food security sector and contribute to the preparation and/or assessment of project proposals for financial support to donors and aid programmes of the UN system, with respect to operational issues and preparation of budgets;
- review concept notes, project profiles, and programme and project proposals for operational clearance, and provide operational support to interagency assessment field missions as required;
- participate in the preparation of project work plans, monitoring of progress and, where necessary, identification of corrective measures to overcome operational constraints;
- liaise closely with other Units in the FAO Representation (Programme, Administration, Procurement and Field Security) in delivery of FAO Iraq's integrated country programme, and help ensure timely provision of project inputs (personnel, technical support services, sub-contracts, training, equipment and supplies);
- ensure completeness and quality of data and documentation in corporate systems for all operational field projects in country;
- be responsible for budgetary management, monitoring of approved field expenditures and cash situation, including preparation of budget revisions through Field Project management Information System;
- monitoring of and support to the preparation and submission of briefs, reports (including analytical reports on project performance and quarterly project implementation review reports (QPIRS));
- assist in the formulation of correspondence with recipient government and donors;
- coordinate actions concerning the completion of projects, timely submission of final reports and statements, and project operational/financial closure;
- perform any other related duties as required.

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- University degree in agriculture, economics, business administration and management, international relations or other field related to the work of the Organization.
- Five years of relevant professional experience in the planning and operational aspects of emergency/rehabilitation and agricultural/rural development programmes at field and/or headquarters level.
- Working knowledge of English.

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- extent of experience in development, emergency relief and rehabilitation operations, particularly in the food security and agriculture sector;
- demonstrated ability to analyse complex field problems, particularly as related to emergency and rehabilitation situations;
- demonstrated communication skills, both orally and in writing;
- ability to work in a team and interpersonal skills;
- extent of familiarity with the field programme of UN or other agencies active in agriculture and food security sector;
- extent of familiarity with the geographical region;
- extent of language skills; knowledge of Arabic and/or other local languages 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**

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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:

**V.A FNIRQ-868-13-PRJ**

Title, Department

FAO Viale delle Terme di Caracalla 00153 Rome ITALY

Fax No: +39 06 57054941

E-mail: VA-FNIRQ-868-13-PRJ-TCE@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**