



Issued on: **21 October 2013**

Deadline For Application: **11 November 2013**

POSITION TITLE:	Administrative and Operations Officer	GRADE LEVEL:	P- 3
	Food Security Information Systems (FSIS)	DUTY STATION:	Sanaa, Yemen
ORGANIZATIONAL UNIT:	FAO Yemen	DURATION:	Fixed Term: 1 year (renewable for further 2 years)
		POST CODE/N°:	N/New post
		CCOG CODE:	1.A.12

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the FAO Representative (FAOR) in Yemen, the supervision of the Chief Technical Adviser (CTA) of the Food Security Information System (FSIS) in Yemen, and in close liaison with the Food Security Information Specialist, the Nutrition Officer, the Coordinator of the Food Security Technical Secretariat (FSTS) and the relevant Administrative and Operations Officers at the Regional Office for the Near East and North Africa (RNE), the Administrative and Operations Officer will provide support in the implementation of the programme. In particular, the incumbent will:

- Sustain the establishment of and implement an effective project operations and budget monitoring system;
- Act as focal point for all field project operational matters, handling day-to-day operational matters relating to project/programme implementation; handle project financial activities (disbursements, advances and field training financial activities);
- 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; develop and follow up on the implementation of standard operating procedures related to procurement and operations; and ensure consistency in the application of FAO rules and procedures;
- Prepare financial reports and ensure that the mapping of expenditure is in conformity with the EU financial reporting requirements;
- Monitor the project budget utilisation and level of expenditure, prepare timely action for budget revisions, monitor the project cash balance to ensure availability of funds in connection with payments received from the EU, and prepare payment requests for disbursement of funds;
- Supervise all project related Human Resource (HR) Actions; oversee all logistics, administrative and human resources-related arrangements related to the organisation of project workshops, training activities and study tours;
- Establish and maintain a sound system of detailed records keeping, physically and electronically, for all procurement, finance, budget, human resources, travel and operations project activities;
- Perform other duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in business administration, finance, accounting or related field
- Five years of progressively responsible experience in the fields of field operations, administration, procurement, finance and human resources management
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in project/programme management
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to identify and resolve problems expeditiously and pragmatically
- Demonstrated experience in planning and organizing own work
- Knowledge of and/or experience with the UN system is considered a strong asset; experience in public administration
- Limited knowledge of Arabic would be an advantage

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>

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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