



Issued on: 22 May 2014

Deadline For Application: 5 June 2014

POSITION TITLE:	OPERATIONS OFFICER	GRADE LEVEL:	P-3
		DUTY STATION:	Addis Ababa, Ethiopia
ORGANIZATIONAL UNIT:	FAO Representation in Ethiopia (FRETH)	DURATION *:	Twelve months extendable (subject to continuity of funds)
		POST CODE/N°:	
		CCOG CODE:	1.S.0.1.

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 overall guidance of the FAO Representative in Ethiopia, the supervision of the Deputy FAO Representative for Ethiopia and in consultation with the Assistant FAO Representative for Programme, relevant technical and operational divisions at FAO Headquarters, the Regional Office for Africa (RAF) and the Multidisciplinary Team in the Sub-regional Office for Eastern Africa (SFE), the Operations Officer will provide support in the analysis, development and implementation of operational activities of the FAO programme in Ethiopia. In particular, will:

- handle day-to-day operations on matters relating to the implementation of emergency, rehabilitation and development project operations;
- participate in the design and implementation of the FAO field programme in Ethiopia, including budgetary management and monitoring of the approved field expenditures;
- support and strengthen the operational structure, including training of national personnel, to ensure the necessary operational capacity for the implementation of the FAO field programme in Ethiopia;
- participate in the preparation of emergency, rehabilitation and development project work plans, monitor progress and, where necessary, identify corrective measures to overcome operational constraints;
- liaise with FAO technical units to ensure technical quality in project activities;
- analyse the Government requests for emergency, rehabilitation and development assistance and develop project and programme proposals to mobilize donor (and aid programmes of the UN system) funds for FAO emergency, rehabilitation and development operations in line with the Country Programming Framework (CPF);
- support resources mobilization efforts through liaison with donors represented at country level, and in line with the Resource Mobilization Strategy;
- prepare briefs, reports and final statements and formulate correspondence with recipient governments and donors;
- carry out field monitoring, programming and assessment missions as required to assess the status of project implementation, to assess the requirements (including following a disaster) and to plan project activities;
- liaise with other UN organizations and partners (non-governmental organizations, national authorities and donors, etc.) at the appropriate level on emergency response and development assistance;
- prepare and participate in technical and international meetings related to the country programme in Ethiopia;
- perform other related duties as required.

***APPOINTMENT/PROMOTION TO THIS POST IS TEMPORARY WITH POSSIBILITY OF EXTENSION**

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in agriculture, economics, business administration and management or other field related to the work of the Organization
- Five years of relevant experience in emergency /rehabilitation /development operations and in agricultural / rural development sector at field and/or headquarters level
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of relevant experience in managing field operations, particularly in the emergency, food security and agriculture sector
- Demonstrated ability to analyse complex field problems specifically of protracted emergencies
- Demonstrated communication skills, both orally and in writing
- Ability to work in a team and interpersonal skills
- Ability to develop work plans for the implementation and coordination of project operations in developing countries, in partnership with UN agencies and other concerned actors
- Extent of familiarity with the geographical region
- Extent of language skills; knowledge of other working languages would be an asset
- Work experience in more than one location or area of work, particularly in field positions is desirable

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:

V.A FRET-40-14-PRJ
The FAO Representative in Ethiopia
Food and Agriculture Organization of the United Nations
CMC Road, Near ILRI
Addis Ababa, Ethiopia
Fax No: +251 11 647 8800
E-mail: ET-Recruitment@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.

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