



Issued on: 20 March 2013

Deadline For Application: 3 April 2013

POSITION TITLE:	Operations Officer (Programme Implementation)	GRADE LEVEL:	P 3
ORGANIZATIONAL UNIT:	FAO Kenya (FRKEN)	DUTY STATION:	Nairobi, Kenya
		DURATION *:	Twelve months (with possibility of extension subject to continuity of funds)
		POST CODE/N ^o :	unidentified
		CCOG CODE:	1.A.11

**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 general supervision of the FAO Representative, the direct supervision of the Programme Coordinator, and in close collaboration with the Finance and Administration unit, the relevant technical and operational divisions at Headquarters (CSA, CSF, CSSD, TCE), and the Multidisciplinary Teams in decentralized offices (RAF, SFE and REOA), the Operations Officer will provide support in the analysis, development and implementation of operational activities of the FAO programme in Kenya. In particular, the incumbent will :

- support the Planning & Operations unit team in handling the day-to- day operational activities of FAO Kenya projects and in the follow-up with the HQ;
- contribute to the development and implementation of the project activities related to the Kenya portfolio in line with the Country Programme Framework (CPF) through projects and programme formulation/appraisal/approval process and, in ensuring the orderly integration phase of the planning process (budget review, procurement strategy, risk analysis assessment);
- perform all the initiation works and follow-up actions, including handling and routing donor correspondence, project opening/closure, workshops, recruitments, Travel Authorizations (TAs) and procurement (Procurement Requests, Purchase Orders), Travel Expense Claim (TECs) submissions, Field Budget Authorizations (FBAs) and related Journal Vouchers (JVs), payments and Letters of Agreement (LOAs), disposal of assets, reporting and financial budget monitoring;
- in line with the established country office resources mobilization strategy, guide and support FAO Kenya professional staff in the effort to mobilize donor funds for emergency operations as well as for long term resilience building/development programmes;
- coordinate timely preparation of comprehensive project progress reports, donor and management briefs, as well as reports and final statements and formulate correspondence with recipient governments and donors;
- coordinate operational actions with relevant Headquarter Units on operational and financial closure matters and project follow-up requirements;
- participate in assessment of needs and field supervision missions within the FAO's Kenya Country Programme Framework;
- support the preparation and implementation of regional projects and programmes;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in Agriculture or Animal Science/Husbandry, Economics, Business Administration and Management or other field related to the work of the Organization
- Five years of experience in emergency/rehabilitation/development operations and in the agriculture/rural development sector at field and/or headquarters level
- Working knowledge of English, French or Spanish with a limited knowledge of one of the other two or Arabic, Chinese or Russian

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of knowledge in project planning and implementation and field operations, including some knowledge of emergency response and rehabilitation in developing countries (preferably in Africa)
- Ability to take initiative and innovate and to plan and organize, work under pressure and to lead and manage a team
- Strong operational capacities to manage and coordinate project activities
- Extent of experience in more than one developing country
- Ability to analyze complex field problems specifically of protracted emergencies

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 FRKEN-881-13-PRJ
FAO Representative in Kenya
United Nations Office at Nairobi, Block P, Level 3,
P.O. Box 30470 00-100 , Nairobi - Kenya
E-mail: VA-881-13-PRJ-FAOKE@fao.org

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