



Issued on: 13 June 2013

Deadline For Application: 4 July 2013

POSITION TITLE:	OPERATIONS OFFICER	GRADE LEVEL:	P-3
		DUTY STATION:	Maputo, Mozambique
ORGANIZATIONAL UNIT:	FAO Representation in Mozambique	DURATION *:	12 months (with possibility of extension)
	FAOMZ	POST CODE/N ^o :	
		CCOG CODE:	1.A.02

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 direct supervision of the Senior Project Coordinator and FAO Representative, and in consultation with the Assistant FAORs (Programme and Administration), the incumbent will be responsible for the day-to-day operations of the project *Support to Accelerate Progress towards Millennium Development Goal 1C in Mozambique*. In particular, the incumbent will:

- plan project's task force meetings and prepare documentation for project task force consultations on behalf of the FAOR/Budget Holder and ensure the secretariat of such meetings;
- prepare Letters of Agreements and contracts as needed;
- ensure the timely provision of project inputs (personnel, technical support services, subcontracts, training, equipment and supplies) directly by the Organization or through contractors;
- contribute to the preparation of project work plans, monitor progress and, where necessary, identify corrective measures to overcome operational constraints;
- provide support with the preparation, management and monitoring of the budget and its revisions; including preparation and submission of Quarterly Project Implementation Reports (QPIR) and any other field programme-related reports required by the Organization;
- prepare analytical and financial reports on project performances and results based reports according to EC rules and regulations;
- coordinate the completion/closure of field projects and arrange for timely and adequate reporting, including identification of project follow-up requirements and transfer of equipment to the counterpart institutions;
- ensure the completeness and quality of the data and documentation in the Field Programme Management Information System (FPMIS) for all operational field projects in the country;
- participate in the local procurement panel;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in Economics, Business Administration, Financial Management or related field
- Five years of experience in planning and administration of development programmes, including monitoring and evaluation
- Working knowledge of English, French or Spanish and 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 of the local socio-economic conditions and institutions and of development-related policies and procedures of the country of assignment
- Extent and relevance of experience in management, particularly in budgeting, and procurement.
- Ability to analyze complex issues and propose effective solutions
- Ability to plan and organize work programme and effectively deliver timely results
- Excellent communication skills both orally and in writing
- Experience and working knowledge of FAO policies and procedures would be an asset
- Knowledge of Economic Community regulations 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**

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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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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