



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC5347

Issued on: 19 June 2018

Deadline For Application: 29 June 2018

<b>Position Title:</b>	Operations Officer	<b>Grade Level:</b>	P-4
		<b>Duty Station:</b>	Various duty stations
<b>Organizational Unit:</b>	FAO Country Offices	<b>Duration *:</b>	Fixed Term: one year (with possibility of extension)
		<b>Post Number:</b>	2006822
		<b>CCOG Code:</b>	1A11

The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.  
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.**

### Organizational Setting

The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

The positions are located in FAO Country offices under the functional guidance of the Emergency and Rehabilitation Officer, TCE. The Emergency and Rehabilitation Division is responsible for ensuring FAO's efforts to support countries and partners in preparing for and effectively responding to food and agricultural threats and crises. It is responsible for coordinating the development and maintenance of corporate tools and standards to enable Decentralized Offices to assist member countries to prepare for, and respond to emergencies. TCE ensures humanitarian policy coordination and knowledge, liaison with the Inter-Agency Standing Committee as well as with humanitarian resource partners, co-leadership with World Food Programme of the global Food Security Cluster, organizational preparedness, surge capacity and response to large-scale emergencies. TCE supports food and nutrition security assessment and early warning activities related to emergency and humanitarian analysis and responses. TCE plays a major role in the development and leadership of the Organization's programme to increase the resilience of livelihoods to food and agriculture threats and crises (SO5).

### Reporting Lines

The Operations Officer will report to the FAO Representative, under the functional guidance of the Emergency and Rehabilitation Officer, TCE.

### Technical Focus

Lead and coordinate the operational support function of the field programme, including development and emergency/ rehabilitation projects in the country of assignment.

### Key Results

Effective and efficient coordination and provision of the operational support to the field programme and project activities.

### Key Functions

- Manages day-to-day operations on matters relating to the implementation of FAO field programmes, including emergency, rehabilitation and development project operations;
- Participates in the design and formulation of project proposals, ensuring quality assurance, under different funding arrangements;
- Coordinates project budget preparation, financial control, human resources management, travel/logistics, missions and operations backstopping to field offices;
- Oversees the support and strengthening of the operational structure, including training of national personnel, to ensure the necessary operational capacity for the implementation of the FAO field programme is maintained;
- Coordinates the preparation of emergency, rehabilitation and development project work plans, monitors progress and, where necessary, identifies corrective measures to overcome operational constraints;
- Liaises with FAO technical units to ensure technical quality in programme and project activities;
- Analyses 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);
- Supports resources mobilization efforts through liaison with donors, and in line with the Resource Mobilization Strategy;

- Coordinates the preparation of briefs, financial and programme/project implementation reports, including final statements to governments and donors;
- Builds and maintains partnerships with relevant actors to develop capacity for efficient field programme/project delivery;
- Coordinates field monitoring, programming and assessment missions as required to assess the status of project implementation, emerging needs and to plan project activities;
- Liaises with other UN organizations and partners (non-governmental organizations, national authorities and donors, etc.) at the appropriate level on emergency response and development assistance;
- Coordinates and participates in technical and international meetings;
- Performs other related duties as required.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in agriculture, economics, business administration and management, international relations or other field related to the work of the Organization;
- Seven years of relevant experience in development and emergency/rehabilitation programme/project management/operations and support;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

### Competencies

- Results Focus;
- Teamwork;
- Communication;
- Building Effective Relationships;
- Knowledge Sharing and Continuous Improvement.

### Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable;
- Extent and relevance of experience in field programme/project operations in the food security and agriculture sector;
- Familiarity with FAO's Project cycle guidelines and knowledge of FAO processes and administrative systems are considered a strong asset;
- Extent and relevance of experience in liaising with international donor organizations and development partners and in preparing proposals for funding, monitoring budgets and preparing financial reports in donor specific formats;
- Extent and relevance of experience in programme/project management.

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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### ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
- Your application will be screened based on the information provided in your iRecruitment online profile (see "*How to Apply*"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years
- Candidates may be requested to provide performance assessments

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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://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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### HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**