



Food and Agriculture Organization of the United Nations

**PROFESSIONAL VACANCY ANNOUNCEMENT N°: FAOSZ-832-12-PRJ**

Issued on: **13 August 2012**

Deadline For Application: **27 August 2012**

---

POSITION TITLE:	<b>OPERATIONS OFFICER</b>	GRADE LEVEL:	<b>P3</b>
		DUTY STATION:	<b>Mbabane, Swaziland</b>
ORGANIZATIONAL UNIT:	<b>FAO Representation in Zimbabwe</b>	DURATION *:	<b>Until 31/12/2013</b>
		POST CODE/N°:	<b>unidentified</b>
		CCOG CODE:	<b>1.A.11</b>

---

**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**

---

The objective of the Swaziland Agricultural Development Project (SADP) is to develop improved smallholder production and marketing systems which will lead to sustainable food security and an improved quality of life for rural households in Swaziland. The four target outcomes are:

1. Feasible improvements to current smallholder agricultural practices are identified, tested and documented;
2. The Ministry of Agriculture capacity to effectively undertake field activities, research and service delivery is reoriented, strengthened and delivery performance is improved;
3. Smallholder links to markets are increased;
4. Project management system is established and supervision and monitoring and evaluation is carried out.

Under the overall supervision of the FAO Representative of Swaziland and the direct supervision of the Chief Technical Adviser, the incumbent will be in charge of procurement, and operations and budget monitoring tasks, within the coherence of action of the Technical Advisory Team, in conformity with FAO rules and regulations. In particular, he/she will:

- Sustain the establishment of, and implement an effective operations and budget monitoring system harmonizing EU and FAO budget format requirements, and reconciling them with operational plan budgets;
- Prepare monthly financial reports presenting the level of expenditure and commitments,;
- Monitor the Project budget utilization and level of expenditure, and 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 to be addressed to this latter;
- Prepare yearly, quarterly and monthly procurement plans, and monitor their implementation;
- Develop and follow up the implementation of standard operating procedures related to procurement and operations;
- Establish and maintain a sound system of detailed records keeping, physically and electronically, for all procurement, budget and operations files of the Project;
- Provide insight in the preparation of Project reports with respect to procurement, budget and operations activities described above;
- Perform any other related duty.

**MINIMUM REQUIREMENTS**

*Candidates should meet the following:*

- Advanced University Degree in Agriculture, Development Studies or any other field relevant to the work of the Organization.
- Five years of professional experience in the planning and implementation of agriculture development programmes, including the preparation, monitoring or evaluation of development projects.
- Working knowledge of English.

**SELECTION CRITERIA**

*Candidates will be assessed against the following:*

- Extent of experience in agricultural or rural development in Sub-Saharan Africa.
- Demonstrated experience with EU, FAO or UN funded or managed programmes/projects.
- Extent of experience in planning, procurement, and operations and budget monitoring of programmes/projects.
- Demonstrated negotiation and advisory skills as well as knowledge and understanding of work of international organizations and national governments.
- Demonstrated experience as team member and skills in teamwork participation.

*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/>

---

**TO APPLY:** Carefully read and follow the **Guidelines to applicants**

Send your application to:

V.A **FAOSZ-832-12-PRJ**

*FAO Sub-regional office for Southern Africa  
To Ms Esther Muchadakuenda  
Block 1, Tendeseka Office Park  
Cnr Samora Machel Avenue/Renfrew Road  
Eastlea  
Harare, Zimbabwe  
Fax: +263-4-700724*

E-mail: [VA-832-12-PRJ-FAOSZ@fao.org](mailto:VA-832-12-PRJ-FAOSZ@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.