



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: FRMLW-37-15-PRJ

Issued on: **16 June 2015**

Deadline For Application: **30 June 2015**

POSITION TITLE:	Operations Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Lilongwe, Malawi
ORGANIZATIONAL UNIT:	FAO Malawi	DURATION :	Fixed Term: One year (Renewable subject to availability of funds)
		POST NUMBER:	
		CCOG CODE:	1.A.12

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

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger and malnutrition, and provides technical support for the sustainable development of their agricultural, fisheries and forestry sectors. The activities of the FAO Country Offices include design and implementation of country-tailored field programmes, liaison with local donor representatives, and active public awareness-raising and outreach activities related to FAO initiatives such as the World Food Day.

This position is located in FAO Malawi's office in Lilongwe and the incumbent will lead the Operations function and the operations team of FAO Malawi.

Reporting Lines

The Operations Officer will report to the FAO Representative in Malawi.

Technical Focus

Lead and coordinate the operational support function of the field programme including emergency, rehabilitation and development projects, both national and regional/global projects with a component for Malawi.

Key Results

The provision of operations supports services.

Key Functions

- Act as focal point for all project operational matters, organize and handle day-to-day operational activities of the field programme (including emergency, rehabilitation and development projects, both national and regional/global projects with a component for Malawi) and take action, in consultation with the supervisors, on problems which arise during the execution period;
- Prepare project task force meetings and ensure the secretariat of such meetings;
- Ensure the timely provision of project inputs (personnel, technical support services, sub-contracts, training, equipment and supplies) directly by the Organization or, when appropriate, through contractors, and by liaising with the Support Units;
- Participate in the preparation of project work plans, monitor progress and, where necessary, identify corrective measures to overcome operational constraints;
- Review and monitor project budget and prepare FBAs requests and revisions as required; maintain and alert CPF Pillar coordinators about budget expenditures and resources; review Project transaction listings with a view to identifying errors in accounting against budget lines;
- Prepare and submit the Quarterly Project Implementation Reports and any other reports required by the Organization;
- Ensure the complete and quality of data and documentation in the FAO corporate systems (FPMIS, DW, etc) for all assigned operational field projects/activities;
- Prepare analytical reports on project performances, as required;
- Coordinate action concerning the completion of field projects and arrange for timely and adequate reporting, including identification of project follow-up requirements;
- Contribute to the formulation of project proposals according to FAO's procedures and prepare project documents for technical clearance and final approval under different funding arrangements.
- Perform other duties as required

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced degree in economics, business administration or other related field;
- Five years of relevant experience in project management/operations and support
- Working knowledge of English and limited knowledge of Arabic, Chinese, French, Spanish or 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 project operations in both emergency/rehabilitation and development assistance in the food security and agriculture sector;
- Familiarity with FAO's Project cycle guidelines and knowledge of FAO processes and administrative systems is desirable;
- Knowledge of EU procedures is considered a strong asset
- Extent and relevance of experience liaising with international donor organizations and development partners and in preparing proposals for funding, monitoring budgets and preparing financial reports in donor specific formats;

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

ADDITIONAL INFORMATION

- The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments
- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- 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.

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

HOW TO APPLY

For guidelines to applicants, please visit the Application Toolkit at <http://www.fao.org/employment/current-vacancies/project/en>

Your application (including the Personal Profile Form and Cover letter) should be sent via email quoting the Position Title and Vacancy Announcement Number in the subject heading:

Send your application to:

FRMLW-37-15-PRJ

FAO Representation

Everyn Court, Plot 13/31 - Capital City - P.O. Box 30750 - Lilongwe 3, Malawi

Fax:

E-mail: MW-Vacancies@fao.org

We encourage applicants to submit the application well before the deadline date.

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