



**Food and Agriculture Organization  
of the United Nations**

## **CALL FOR EXPRESSIONS OF INTEREST**

### **ECTAD International Operations Officer**

**OSRO/BGD/505/USA - Improvement of food security and public health through strengthening veterinary services and controlling emerging infectious diseases throughout Bangladesh**

**Contract duration:** 11 months, with possibility of extension

**Vacancy No. IRC3411**

**Deadline for Applications:** 27 June 2016

**Duty station:** Dhaka, Bangladesh

#### **Tasks and responsibilities:**

Under the overall supervision of the FAO Representative (FAOR) in Bangladesh, the functional supervision of the Deputy FAOR as part of the Operations Team in Bangladesh, and the direct supervision of the Country Team Leader for Emergency Centre for Transboundary Animal Diseases (ECTAD) programme-related tasks, the incumbent will perform the following duties:

#### **Overall responsibility**

Operational development, management and coordination of the ECTAD country programme in Bangladesh.

#### **Specific responsibilities:**

- Oversee, coordinate, and provide day-to-day operational support to ECTAD country programme activities in Bangladesh;
- Coordinate, guide, and supervise operational, administrative, financial, and logistics ECTAD programme personnel to ensure timely delivery of the necessary inputs and timely implementation of activities, consistent with the planned project work plans, detailed field activity plans, and procurement plans;
- Ensure timely recruitment of ECTAD team members, including both short-term and long-term national project personnel, consultants, and staff;
- Ensure timely procurement of materials and services required for implementation of the ECTAD programme;
- Supervise and monitor the implementation of efficient financial flow mechanisms and in ensuring timely availability of resources for the smooth implementation of project activities, including preparation and submission of Field Budget Authorizations (FBAs) and initiation of timely action for FBA revisions and amendments;
- Oversee work plan and budget delivery monitoring of ECTAD-implemented projects;
- Maintain coordination and communication with respective FAOR Administrative units for timely programme implementation;
- Supervise arrangements for incoming and outgoing missions (including procurement, monitoring and backstopping missions from headquarters and the Regional Office for Asia and the Pacific [RAP]) as required;

- Participate on behalf of the Team Leader in various meetings organized for donor coordination and resource mobilization;
- Assist the Team Leader, and other international and national personnel in the preparation of project briefs, concept notes, project proposals, project progress reports, and final project reports for both donors and Government in accordance with FAO procedures,
- Assist the Team Leader, in liaison with technical officers, in operating thematic activities linked to the overall ECTAD programme in Bangladesh, including facilitating and participating in the planning exercises for thematic activities;
- Oversee development of itemized and costed work plans, including the corresponding FAO-coded budgets, for new projects and costed project extensions;
- Liaise with donors on operational matters, particularly on budget revisions, project amendments, and progress reports;
- Liaise with TCES Operations Officers in the Regional Office for Asia and the Pacific (RAP) and in Rome on operational issues as necessary;
- Contribute to fund mobilization efforts through liaison with donor community;
- Perform other related duties as required.

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> <li>• Timely recruitment of personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Within 3 weeks of initiation of recruitment action</li> <li>• Completion timeline in accordance with relative value and availability</li> <li>• Reports completed before submission deadline</li> <li>• As needed for new projects and project amendments</li> <li>• As needed for new projects and project amendments</li> <li>• Once a week</li> </ul>
<ul style="list-style-type: none"> <li>• Timely procurement of goods and services</li> </ul>	
<ul style="list-style-type: none"> <li>• Timely preparation of reports and briefs</li> </ul>	
<ul style="list-style-type: none"> <li>• Project budgets prepared</li> </ul>	
<ul style="list-style-type: none"> <li>• Project documents prepared</li> </ul>	
<ul style="list-style-type: none"> <li>• Delivery of project work plans monitored</li> </ul>	

## Candidates should meet the following requirements:

### Minimum Requirements

- At least 5 years of professional experience in humanitarian response or emergency assistance programmes.
- University degree in development, international relations, accounting, or related field.
- Record of successful operational support to related projects.
- Highly proficient in written and spoken English
- Proficient in spreadsheet software
- Demonstrated ability to perform under minimal supervision
- Experienced working in multi-cultural and multi-disciplinary teams

### Additional Information

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

All candidates should adhere to FAO values of Commitment to FAO, Respect for All and Integrity and Transparency.

### **How to apply**

All applications are to be made through FAO's [iRecruitment](#) system. Click on the link below to access [iRecruitment](#), complete your online profile and apply for this Call for Expression of Interest.

<http://www.fao.org/employment/irecruitment-access/en/>

In order for your application to be properly evaluated, please ensure that all sections of your iRecruitment account are completed. Incomplete applications will not be evaluated.

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