



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

## **CALL FOR EXPRESSIONS OF INTEREST**

### **Emergency Response Roster: Operations Officer**

Vacancy No. IRC3654

Duty station: various

Deadline for Applications: 30 November 2016

#### **Job purpose**

Under the overall supervision of the FAO Representative/Designated Responsible Official, the direct supervision of the Emergency Response Manager and in consultation with the Emergency Response Team and relevant partners, the Emergency Operations Officer will carry out all operational aspects of emergency response activities, in accordance with the project management cycle.

The scope of this job is established in line with the Emergency Response Priorities of coordination, assessment, and time-critical interventions.

#### **FAO's Mission and FAO in Emergencies<sup>1</sup>**

The Food and Agriculture Organization of the United Nations (FAO) is committed to achieving food security for all by making sure people have regular access to enough high-quality food to lead active, healthy lives.

Within the framework of its Strategic Objective on resilience ("Increase the resilience of livelihoods to threats and crises"), FAO provides support to vulnerable countries, communities, households and individuals to anticipate, absorb, accommodate or recover and adapt from disasters and crises in a timely, efficient, sustainable and gender-responsive manner.

As part of the resilience work, FAO plays a critical role in preparing for and responding to emergency needs arising from both slow and sudden onset natural disasters, food chain crises, socio-economic crises, nuclear emergencies, violent conflicts, and protracted crises that threaten the agricultural livelihoods (crops, livestock, fisheries and forestry), food and nutrition security. FAO's work in emergencies focuses on reducing people's vulnerability to hazards before, during and after disasters through risk assessment, risk reduction, preparedness, coordination, emergency response and rehabilitation. Learn more about the Organization's work in emergencies by visiting our website at <http://www.fao.org/emergencies>.

#### **Key Functions and responsibilities**

*The Emergency Operations Officer will:*

- Handle day-to-day operational aspects of emergency response projects and programmes in accordance with the project management cycle from initiation phase to operational and financial closure;
- Organize the travel and arrival of all deployed/mission personnel;
- Participate in needs and disaster assessments, including interagency assessments and processes;
- Participate in the design of emergency/rehabilitation projects and programmes, including the preparation and presentation of project proposals and fully-fledged project documents;
- Ensure technical clearance is obtained from the relevant technical unit for all project proposals, project documents and technical specifications;

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<sup>1</sup> FAO. 2014. Food and Agricultural Organization of the United Nations: About FAO. (<http://www.fao.org/about/en/>)

- Provide operational support to the implementation emergency projects and programmes, including budgetary management and monitoring expenditures;
- Produce various proposals, programme/project documents, briefs, financial/donor reports and final statements, etc.;
- Liaise with other government, UN, cluster/sector, NGO and donor partners at the appropriate level to ensure the best preparation and implementation of emergency activities;
- Prepare and participate in meetings and international fora related to humanitarian relief matters;
- Formulate correspondence with recipient governments and donors;
- Provide operational support and promote capacity development at the country-level;
- Monitor and provide support to resource mobilization activities;
- Report against the country programme dashboard;
- Maintain and update information systems and databases, as applicable;
- Undertake travel to ensure adequate operational support is provided to the implementation of emergency projects and programmes;
- Perform other duties as required.

#### **Key performance indicators**

##### **Expected Outputs:**

- Day-to-day operations managed;
- Project proposals and fully-fledged project documents completed in accordance with the project management cycle.
- Operation support to emergency projects/programme provided;
- Technical clearance obtained;
- Liaison with donors, partners and government executed;
- Briefs, reports and final statements prepared.

#### **Emergency Response Competency Indicators**

##### **Expected Outputs:**

- All emergency response personnel are expected to exhibit the following emergency competencies:
- Values:
- Commitment to FAO emergency preparedness and response;
- Respect affected populations by recognizing their culture, customs, rights, aspirations and fundamental dignity and accounting for their needs and capacities in developing and managing emergency response activities;
- Respect and promote integrity and transparency; and
- Adhere to the humanitarian principles of humanity, neutrality, operational independence and impartiality.

##### **Core Competencies:**

- Maintain a results focus on the timely delivery of emergency response programme objectives;
- Ensure inclusiveness and open communication when working with team members, partners and affected populations;
- Promote a culture of information sharing and learning for continuous improvement with team members, partners and stakeholders;

- Shared responsibility and demonstrated responsiveness to challenges faced by the team or any member of the team;
- Actively engage with partners and promote collaboration while upholding and reinforcing the scope of the humanitarian mission and UN principles;
- Demonstrate flexibility and resilience in changing and challenging emergency context;
- Take responsibility for own actions and well-being;
- Work effectively in a chaotic and unpredictable environment with limited amenities and support systems; and
- Make decisions under pressure and in the absence of complete information and instruction.

## Candidates should meet the following requirements:

### Minimum Requirements

- University degree in a discipline relevant to the mandate of the Organization;
- Minimum of 3 years of proven experience in emergency operations at the country and/or international level, particularly related to agriculture, food and nutrition security and/or food safety; familiarity with fundraising, coordination with technical and financing institutions, UN interagency cooperation and UN-NGO collaboration;
- Working knowledge of English. Limited knowledge of Arabic, Chinese, French, Russian or Spanish, according to the country of assignment.

### Technical/Functional Skills

*All emergency response personnel should have the following:*

- Excellent organizational skills;
- Good written communication skills, including in emergency settings;
- Demonstrated ability to analyze problems, make appropriate recommendations, and effective decisions, including in emergency settings;
- Strong foundation in programme formulation, planning, implementation, management and evaluation.

## 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/iemployment-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)