



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC3878

**Issued on:** 2 March 2017

**Deadline For Application:** 30 March 2017

<b>Position Title:</b>	Operations Officer	<b>Grade Level:</b>	P-3
		<b>Duty Station:</b>	South Sudan, Juba
<b>Organizational Unit:</b>	FAO Representation in South Sudan, FRSSD	<b>Duration *:</b>	Fixed Term: one year with possibility of extension
		<b>Post Number:</b>	2006226
		<b>CCOG Code:</b>	1A02

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 FAO Representation in South Sudan is organized around three main units: Programme, Operations and Administration. The current portfolio of projects in South Sudan includes activities related to Agriculture, Livestock, Fisheries, Natural Resource Management, and is implemented with humanitarian, transitional and development funding. The incumbent will contribute to the country's programme and portfolio as foreseen in the project he/she will coordinate.

### Reporting Lines

The Operations Officer will work under the overall supervision of the FAO Representative for South Sudan and the direct supervision of the Deputy FAO Representative and in close collaboration with the Programme/Operations/Administrative Units, in consultation with the relevant Technical Units at FAO headquarters, RAF and SFE, and the Lead Technical Officer.

### 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

### Key Results

The provision of operations support services.

### Key Functions

- Acts as focal point for all project operational matters, organizes and handle day-to-day operational activities of the field programme (including emergency, rehabilitation and development projects, both national and regional/global projects) and takes action, in consultation with the supervisors, on problems which arise during the execution period;
- Prepares project task force meetings and ensure the secretariat of such meetings;
- Ensures 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 other support units;
- Participates in the preparation of project work plans, monitor progress and, where necessary, identify corrective measures to overcome operational constraints;
- Reviews and monitors project budget and prepare requests and revisions as required; maintains and alerts about budget expenditures and resources; reviews project transaction listings with a view to identifying errors in accounting against budget lines;
- Prepares and submits the Project Implementation Reports and any other reports required by the Organization;
- Ensures the complete and quality of data and documentation in the FAO corporate systems (GRMS, FPMIS, etc) for all assigned operational field projects/activities;
- Prepares analytical reports on project performances, as required;
- Coordinates action concerning the completion of field projects and arranges for timely and adequate reporting, including identification of project follow- up requirements;
- Contributes 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.

- Performs other duties as required

### Specific Functions

- Liaises with FAO departments and decentralized offices, as necessary, on issues related to development and implementation of emergency, rehabilitation and development projects;
- Liaises with the agencies of the UN system, recipient government officials, NGOs and other partners and stakeholders, as required;
- Supports project governing bodies and other fora related to FAO's programmes;
- Develops, adapts and implements relevant planning and monitoring tools relating to: Budgeting; Field activities; Procurement and inventory; Staffing; Monthly/progress reporting;
- Supports and guides the operation-related work of professional personnel and general service staff at the FAO Office in South Sudan and field offices
- Undertake monitoring of Letters of Agreements (LoAs) and provide operational support, advice and guidance to NGOs and GRSS service providers;

---

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced degree in public or business administration, finance, accounting, economics, social sciences or other fields related to the FAO mandate;
- Five years of relevant experience in project management/operations and support
- Working knowledge of English and limited knowledge of one the other FAO languages (Arabic, Chinese, French, Russian, or Spanish)

### Competencies

- Results Focus
- Team Work
- 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 programme/project formulation, analysis, planning, implementation and monitoring
- Understanding of FAO policies and programmes is considered a strong asset
- Extent and relevance of experience in supporting, advising and guiding the implementation of complex, multi-stakeholder projects;
- Relevant experience in supporting implementation of EU funded projects is considered a strong asset;
- Ability to develop plans for the implementation and coordination of project operations in developing countries, in partnership with UN agencies and other concerned actors;
- Familiarity with UN administrative, operational and financial procedures is an asset;
- Knowledge of the issues in South Sudan and the 4 countries sharing a common border with South Sudan;

---

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

---

### 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

---

## 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)

---

## 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**