



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

## **CALL FOR EXPRESSIONS OF INTEREST**

### **Operations Consultant**

### **FAO Coordination Office for the West Bank and Gaza Strip Programme**

Contract duration: 60 days, extendable (WAE)  
Vacancy No. IRC3943

Deadline for Applications: 19 March 2017  
Duty station: Jerusalem, with travel to the West Bank and Gaza Strip

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

Under the direct supervision of the Operations Officer, the overall supervision of the Head of Office and in close collaboration with the Head of Programme and other relevant personnel as appropriate, the incumbent will:

- Ensure the smooth functioning of projects' operations, consistent service delivery and continuous evaluation and readjustment/improvement of the operational environment to reflect the Office's evolving needs.
- Ensure effective and efficient delivery of the programme and project activities of the Office at country level.

In particular, s/he will undertake and accomplish the following tasks:

#### **Key Functions**

- Participate in project teams, collaborates in new project formulation and provide technical and/or administrative support to ongoing operational projects.
- Assist programme personnel in the preparation of project work plans, monitor progress and, where necessary, identify corrective measures to overcome operational constraints.
- Assist with the management of the project budget and prepares revisions as required.
- Coordinate actions related to timely field project completion/closure, including identification of project follow-up requirements.
- Establish and maintain partnership with HQ units related to donor liaison, finance, procurement, legal matters, partnerships, security and technical specialties as and when required.
- Liaise with UNDP's Programme of Assistance to the Palestinian People (PAPP) and other UN Organizations, as well as relevant authorities and partners to obtain/exchange information and ensure coordination for FAO interventions.
- Ensure compliance with UNDSS security requirements for personnel, premises and assets.

#### **Specific Functions**

- Ensure that FAO's Project Cycle Management guidelines are applied in all phases of project management.
- Ensure the quality of data/documentation in the Field Programme Management Information System (FPMIS) for all pipeline and operational field projects.
- Facilitate procurement, partnerships, recruitment and budget management in line with FAO's rules and regulations in support of the ongoing projects and facilitates the running of the FAO's offices in Jerusalem, Ramallah (West Bank) and Gaza City (Gaza Strip).

- Monitor the availability of funds under all projects; ensure financial commitments and expenditures are accurate and consistent with established guidelines; monitor/approve field expenditures, verify/approve invoices and ensure projects' budgets are always up to date.
- Forecast and monitor annual programme delivery, estimate and monitor the Office's Administrative and Operational Support (AOS) budget earnings and expenditure.
- Ensure day-to-day running of the FAO WBGS office including personnel, premises, assets and the vehicle fleet; assist in optimizing the management of Office's premises and vehicles, the allocation of space and the provision of services for the maintenance of premises and the vehicle fleet.
- Perform other related duties as required.

<b>Key performance indicators</b>	
Expected Outputs:	Required Completion Date:
<ol style="list-style-type: none"> <li>1. Financial management of all projects always ensured (budget expenses and forecasts continually updated).</li> <li>2. Timeliness of FAO project/programme delivery in the WBGS.</li> <li>3. Quality service delivery provided to operational projects.</li> <li>4. Smooth operations and compliance with security regulations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Monthly.</li> <li>2. As per deadlines/milestones established in ProDocs and/or project workplans.</li> <li>3. As per FAO established rules and guidelines on procurement, recruitment, partnerships, financial management etc.</li> <li>4. Always ensured.</li> </ol>

### **Candidates should meet the following requirements:**

#### **Minimum Requirements**

- University degree in public administration, business administration, economics, development studies or a closely related field.
- At least two years of relevant experience.
- Fluency in English.
- Well versed with EXCEL, WORD, POWERPOINT, email applications and ability to conduct Internet-based research.
- Ability to travel across the West Bank and the Gaza Strip.

#### **Competencies**

- Results Focus
- Teamwork
- Communication
- Building effective relationships
- Knowledge sharing and continuous improvement

#### **Selection criteria**

- Extent and relevance of experience in programme/project formulation, implementation and management.
- Extent and relevance of experience in budgetary planning, budget management and financial reporting.
- Work experience in more than one location or area of work, particularly in field positions is desirable.
- Knowledge of international humanitarian architecture including the UN System, NGOs etc. is desirable and understanding of FAO policies and programmes is an asset.
- Demonstrated ability to work in a team, and interpersonal skills.
- Demonstrated ability to work under pressure and prioritise tasks.

## **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/\*\*](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)