



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

CALL FOR EXPRESSIONS OF INTEREST

Emergency Response Roster: Operations Assistant/Associate

Vacancy No. IRC4136

Duty station: various

Deadline for Applications: 31 August 2017

Job purpose

Under the overall supervision of the Emergency Response Manager, and the direct supervision of the FAO Operations Officer and in consultation with the Emergency Response Team and relevant partners, the Emergency Operations Assistant/Associate will carry out 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. The Operations Assistant/Associate's work impacts directly on the smooth operations and performance of the emergency response activities.

FAO's Mission and FAO in Emergencies¹

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 Operations Assistant/Associate will be responsible for the following duties:

- assist in the monitoring and review of project implementation to ensure that all operations activities are carried out in line with the work plan;
- compile and synthesize data from various sources to support emergency response activities and ensure that agreed inputs and related specifications are properly reflected; generate periodic or ad-hoc management reports;
- assist in drafting initial project budgets, revisions and amendments. Assist in the preparation of project documents and budget revisions; review commitment and expenditure documents ensuring conformity with the financial regulations and administrative procedures of the Organization, raise journals;
- Coordinate the full array of administrative and financial actions related to the employment of staff and non-staff, travel, payments, and procurement;

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

- Review documents relating to the purchase of equipment and other contractual arrangements, such as letters of agreement, ensuring conformity with the financial regulations and administrative procedures of the Organization;
- assist in the monitoring and review of the project financial situation by providing up-to-date budgetary and financial information and status reports of both "child" and "baby" budgets, review financial documents to verify propriety and accuracy for substantive correctness and system acceptability;
- keep track of project inventories set up by responsible unit in procurement service;
- review incoming mail and identify action to be taken; prepare replies on operational matters, collaborate with the Operations Officers in the finalization of correspondence, identify complex issues and refer with relevant notes and draft replies to the Officers;
- use initiative and good judgement in responding to queries, by applying established policies, procedures and available information
- availability to travel to affected counties to build local capacity;
- perform other related 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;
- 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

- Secondary school education;
- Minimum of three years of proven knowledge and experience in the field of operations procedures;
- Working knowledge of English and FAO's official working language of 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.

In addition, the Operations Assistant/Associate should also have the following:

- Ability to work under pressure and adapt to an evolving and complex humanitarian context and within multidisciplinary and different cultural background teams;
- Excellent understanding of applicable field operations procedures;
- Very good knowledge of FAO's administrative, HR and financial rules and procedures;
- Ability to work with the Organization's computerized financial/travel/personnel systems, word processing equipment and data processing software.

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