



Issued on: 18 May 2017

Deadline For Application: 3 June 2017

JOB TITLE: International Operations Specialist

TYPE OF CONTRACT: Consultant

DUTY STATION: Dhaka, Bangladesh

ORGANIZATIONAL UNIT: FAO REPRESENTATION IN BANGLADESH

DURATION: 11 months (with possibility of extension)

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

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.

Organizational Setting

FAO in Bangladesh has been implementing activities in close cooperation with the Government of Bangladesh since its establishment in 1978. According to the FAO Country Programming Framework (2014-2018) for Bangladesh, five areas are identified as development priorities; (1) reduce poverty and enhance food security and nutrition; (2) Enhance agricultural productivity through diversification/intensification, sustainable management of natural resources, use of quality inputs and mechanization; (3) Improve market linkages, value addition, and quality and safety of the food system; (4) further improve technology generation and adaptation through better producer extension-research linkages and (5) increase resilience of communities to withstand 'shocks' such as natural disasters, health threats and other risks to livelihood.

Since 2012, FAO has delivered \$100 million in technical assistance in the fields of development, investment, humanitarian action and resilience support in Bangladesh. Resources mobilized include international development partners, Unilateral Trust Funds with the Government of Bangladesh and FAO's core and technical resources. Today, FAO operates twelve offices in Bangladesh, including 8 project offices based in Government institutions. FAO in Bangladesh also collaborates closely with a range of partners, including the valued trio of the Rome-based Agencies (FAO, WFP and IFAD), research institutions, International Financial Institutions, Non Governmental Organizations, media and the UN family.

The International Operations Officer will be located at the main FAO office and work as a part of FAO Bangladesh Operations Team. He/she is expected to provide operational support to a range of projects as well as to support the capacity development of other members of the Operations Team, including National Operations Officers and National Operations Assistants.

Reporting Lines

International Operations Officer reports to the FAO Representative in Bangladesh.

Technical Focus

Project cycle management, donor compliance, alignment of project actions to PCM guidelines, project implementation, and supervision of the operational work.

Tasks and responsibilities

Under the overall supervision of the FAO Representative and under the direct supervision of the Head of Operations and in close liaison with the CTAs and operational/admin staff of the projects executed by FAO, the International Operations Officer will undertake the following activities:

- Support day-to-day implementation of projects through different stages of the project life cycle (HR actions, procurement, budget monitoring, report writing, project opening/closure, etc.) initiate and follow up on status and take corrective action where necessary to ensure smooth operational running of assigned projects;
- establish and participate as an active member of project task forces and ensure timely provision of inputs, personnel, equipment and supplies for projects, including preparing initial and regular budget revisions and providing overall operational support to assigned projects;
- ensure timely submission of regular project progress and implementation and terminal reports/statements including identification of project follow-up requirements;
- contribute to the preparation of delivery estimates for the projects and programmes;
- advise projects on major issues affecting the operation, with particular emphasis on large-scale and any other projects identified as having high risk profiles;
- undertake operational backstopping missions, and liaise with donors and government authorities as appropriate;
- participate in and contribute to project formulation and preparation, including resource mobilization and donor liaison, appraisal and operational clearance of project documents, preparation of budgets, and project and programme formulation missions, as appropriate;
- provide support to the overall field programme ensuring timely, full data and information entry into the Field Programme Management Information System (FPMIS) of operational and pipeline projects;
- review periodically the financial statements and transaction listings of the project and provide information on necessary actions to facilitate the delivery;

- respond to queries on operation related matters, organize, promote and conduct training to technical officers and national staff on operational procedures and matters;
- serve as Head of Operations, ad interim, as required.
- perform other related duties when required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree in business administration, public administration, social science, political science, agriculture or related field;
- Minimum of five years of relevant experience in the implementation of international development cooperation or humanitarian programmes;
- Strong inter-personnel communication skills
- Good working knowledge of English and limited knowledge of one of the other official languages of FAO (Arabic, Chinese, French, Russian Spanish)
- Competency with common software (Word, Power-Point, Excel and Outlook)

FAO Core Competencies

- Results Focus
- Teamwork
- 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 based position is desirable
- Familiarity with FAO/UN Field Programme Operations highly preferred
- Familiarity with FAO on-line management systems system preferred
- Familiarity with FAO/UN Project Cycle Management preferred

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

ADDITIONAL INFORMATION

- The initial one month will be a probationary period, the basis of which will be used to determine extension, if warranted by the work.
- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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

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