



Issued on: 1 August 2017

Deadline For Application: 8 September 2017

**JOB TITLE:** International Programme/Operations Officer (Project Cycle And Operations Support)

**TYPE OF CONTRACT:** COF.REG

**ORGANIZATIONAL UNIT:** FAOAZE

**DUTY STATION:** Baku, Azerbaijan

**DURATION:** One year (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 Partnership and Liaison Office in Azerbaijan

**Tasks and responsibilities:**

Under the direct supervision of the FAO Representative, in Azerbaijan (FEAZE), in close collaboration with the Assistant FAO Representative in Azerbaijan and close collaboration with project staff in Azerbaijan, FEAZE staff in charge of communications, administration and finance as well as relevant local stakeholders, the incumbent will liaise with relevant technical and programme staff at FAO Subregional Office, Regional Office and Headquarters

- 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 for action;
- Prepares project task force meetings and ensure the secretariat of such meetings proposing agenda topics, identifying participants, preparation of documents and presentations, etc;
- Arrange for evaluation missions;
- Identify and document best practices and lessons learnt.
- Supports implementation and monitoring&evaluation of assigned programmes/projects;
- Reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions;
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Provides substantive operational backstopping to task force meetings;
- Leads and/or participates field missions, including provision of guidance and logistical support to external consultants, government officials and other parties and drafting mission summaries, etc.;
- Contributes to visibility activities of the field program
- The incumbent will support the operations, management support and coordination of the FAO programme/projects
- Lead the coordination of the implementation of the designated programs/projects including planning, formulation, monitoring and reporting of the project

---

**CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

**Minimum Requirements**

- Bachelor/Master's degree on social and administrative sciences such as economics, statistics, business administration, political sciences, international relations, sociology and/or agronomy with minimum 3 years of experience in implementation of projects. Experience with FAO, Azerbaijan, as well as EU and GEF projects is plus
- Good command of written and spoken in English and Azerbaijani, preferably Russian as well
- Minimum 3 years of experience in implementation of projects. Experience with FAO, Azerbaijan, as well as EU and GEF projects is plus. Good experience with computers and electronic networks

## FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

---

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

---

## ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- 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](mailto: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/iemployment-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**