



Issued on: 12 September 2017

Deadline For Application: 30 September 2017

JOB TITLE: OPERATIONS SPECIALIST

TYPE OF CONTRACT: Consultant or PSA

DUTY STATION: Erbil, Iraq

ORGANIZATIONAL UNIT: FNIRQ

DURATION: 6 months

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's office for Iraq is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing countrywide food, agriculture and rural development priorities under the current L3 Emergency. It develops and maintains relations with the relevant Ministries at country level. The post is located in **in Erbil (with visits to Baghdad), Iraq.**

The Operations Officer is responsible for the day-to-day operations of the field projects assigned, and will provide assistance in ensuring the mission's effective and efficient project planning, implementation progress monitoring and outcome evaluation.

Reporting Lines

The incumbent will work under the overall supervision of FAO Representative in Iraq, under direct supervision of Emergency Response Coordinator and in close consultation with relevant operations/programme and technical officers at RNE and HQ and relevant FAO Iraq technical and administrative staff.

Technical Focus

Programme development, coordination and operational assistance based on the knowledge of the local conditions, culture, language and institutions of the country of assignment. Ensure the smooth functioning of projects operations, consistent service delivery, and continuous evaluation and readjustment /improvement of the operational environment to reflect the FAOR's evolving needs.

Tasks and responsibilities

Under the direct supervision of the FAO Representative in Iraq, the functional guidance of the director TCE, and in close consultation with the Emergency Response Coordinator (ERC), the "Operations Officer" will be responsible for the development and day-to-day management of FAO's Emergency Response activities. Specifically, the Incumbent will:

- Act as focal point for all emergency and rehabilitation projects operational matters;
- Handle day-to-day operations on matters relating to emergency and rehabilitation projects and programs, including procurement, administration and HR activities and budgetary management and monitoring of the approved field expenditures; ensure consistency with the Organization's operational requirements and the country's rules and regulations.
- Coordinate the collection, maintenance, distribution and consolidation of technical and operations data: analyze and summarize data from various sources, including FAO corporate systems, such as COIN (Country Office Information System) and FPMIS (Field Program Management Information System), Data warehouse, country data bases, et al.
- Advise other office and program / project staff in the areas of operations and project management; arrange meetings on day-to-day program / project matters.
- Brief and train lower level program support staff regarding all aspects of the job, ensuring adherence to procedures, guidelines and work requirements;
- Ensure accuracy and diligence of the work provided.
- Participate in the preparation of emergency and rehabilitation project work plans, financial statement and budget control, monitor progress and, where necessary, identify corrective measures to overcome operational constraints;
- Prepare Quarterly Project Implementation Reports (QPIR) and any other periodic and ad hoc reports and ensure their timely submission to project management.
- Liaise with other UN organizations, NGO and donors at the appropriate level to ensure the best preparation and implementation of emergency activities;
- Support the FAO representative in establish and maintaining regular contacts with donors, and ensure the provision of updated information on FAO assessments, response plans, and activities; and the regular production of communication material such as Executive Briefs, Situation Reports and ad-hoc briefs.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree in Business Administration, Management, Finance or a field relevant to the work of the Organization.
- A minimum of four years of professional work experience in administration and finance and supply/logistics management at the national and international levels, preferably working experiences in the region
- Working knowledge of English. Knowledge of Arabic would be an asset.
- Working experience in an international environment.
- Experience in communication technologies and data management.
- Ability to plan and organize activities.
- Coping with pressure: ability to work productively in a pressurized environment and within multidisciplinary and different cultural background teams.

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 in the region
- Extent and relevance of experience in FPMIS, IMIS, GRMS & COIN
- Extent and relevance of experience in programme/project management
- Extent and relevance of experience in public administration
- Extent and relevance of experience in Quality Assurance of Letter of Agreements (FAO Rules & Regulations)
- Extent and relevance of experience as a member of Local Procurement Committee
- Demonstrated understanding of the purpose and functions of technical programmes, operational guidelines and programme/project management procedures, preferably those adopted by the United Nations or FAO would be considered an asset
- Familiarity with Arabic

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

ADDITIONAL INFORMATION

- 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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