



Issued on: 18 October 2017

Deadline For Application: 1 November 2017

JOB TITLE: Field Operations Coordinator in the Gaza Strip

TYPE OF CONTRACT: Consultant

DUTY STATION: Gaza City, with travel to Jerusalem and the West Bank when required

ORGANIZATIONAL UNIT: FAO COORDINATION OFFICE FOR THE WEST BANK AND GAZA STRIP PROGRAMME

DURATION: 11 months, renewable

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 work in West Bank and Gaza Strip is guided by the Country Programming Framework (CPF) for Palestine in 2018-2022. The CPF promotes to the well-being of Palestinian people contributing to the achievement of the Sustainable Development Goals. It focuses on sustainable management of natural resources and development of agrifood value chains, protection and inclusion of vulnerable groups and improved nutrition, quality and safety of food consumption. To this effect, the CPF adopts a resilience approach to bridge humanitarian and development interventions, recognizing the centrality of market led development and its dependence on the enabling environment put in place by the public sector to promote food security.

Reporting Lines

Under the overall supervision of the FAO West Bank and Gaza Strip (WBGS) Head of Office, the technical supervision of FAO WBGS Head of Programme and in close collaboration with the FAO WBGS Operations Officer, the incumbent will coordinate the FAO office and field operations in the Gaza Strip.

Technical Focus

Timeliness and quality of FAO delivery in the Gaza strip Smooth operations and compliance with security regulations of the Gaza office.

Tasks and responsibilities

- Ensures day-to-day management of the FAO Gaza Office including personnel, premises, assets and vehicle fleet;
 - Coordinates the implementation of FAO's emergency and development activities in the Gaza Strip through:
 - formulating and closely monitoring project work plans consistent with FAO rules/procedures, donor requirements and political/security constraints;
 - identifying and liaising with local partners;
 - overseeing beneficiary selection processes;
 - ensuring timely delivery of services by consultants, suppliers, contractors and NGO partners;
 - ensuring timely and quality reporting on progress, post distribution monitoring and review/evaluation of activities;
 - Facilitates local procurement and monitors/approves field expenditures, verifies and approves all invoices, receipts, distribution lists before transmittal to the main office for further processing;
 - Liaises with other UN organizations, local authorities and partners;
 - Contributes to resource mobilization identifying needs and opportunities for new interventions, contributing to the formulation of project proposals, and actively liaising with relevant partners;
 - Ensures visibility of FAO activities in close collaboration with the Reporting and Communications Officer;
 - Represents FAO in the Area Security Management Team and ensure compliance with UNDSS security requirements for personnel, premises and assets (MOSS and RSM) ; and
 - and launches;
 - engages in advocacy activities and represents FAO at official meetings as instructed by the Head of Office;
 - conducts investigations following beneficiary complaints/feedback;
 - Performs other related duties as required.
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CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University degree in Development Studies, Economics, International Relations, Agricultural/Natural Sciences or other relevant field.
- At least five years of experience in performing similar functions.
- Working knowledge of English and limited knowledge of Arabic, Chinese, French, Russian or Spanish

FAO Core Competencies

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

Selection Criteria

- Extent of experience in emergency relief and rehabilitation operations, particularly in the food security and agriculture sector and in interagency coordination.
- Demonstrated experience working in complex environments and/or field level in developing countries.
- Demonstrated ability to analyse complex emergency situations.
- Familiarity with the UN system in general, and FAO in particular.
- Demonstrated communication skills in English, both orally and in writing; knowledge of Arabic would be an asset.
- Demonstrated ability to work in a team, and interpersonal skills.
- Ability to travel across the West Bank and the Gaza Strip.
- Extent of familiarity with the geographical region.

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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