



Issued on: 19 October 2017

Deadline For Application: 02 November 2017

JOB TITLE: Operations Consultant

TYPE OF CONTRACT: Consultant

DUTY STATION: Damascus, Syria

ORGANIZATIONAL UNIT: FNSYR

DURATION: 11 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

The main aim of the FAO country offices is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

The Operations Officer/Consultant is responsible for the day-to-day operations of the field programme under the responsibility of the FAO Country Office, and will provide assistance in ensuring the mission's effective and efficient projects' planning, implementation progress against agreed workplans and set of outputs and outcome evaluation.

Reporting Lines

The Operations Officer/Consultant reports to the FAO Representative a.i. . Under his/her direct supervision, and in consultation with the Assistant FAORs (Programme and Administration) as appropriate. He/she receives technical guidance upon request from the Field Programme Support and Monitoring Officer (FPSMO) and Senior Field Programme Officer (SFPO) in the relevant sub-regional and regional offices.

Technical Focus

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

- Acts as a focal point for all matters related to the daily operation of the field project(s) assigned
- Prepares project task force meetings and ensures the availability of secretarial support
- Ensures timely provision of inputs for personnel, technical support services, sub-contracts, training, equipment/supplies and other needs related to project operations
- Participates in the preparation of project work plans, monitors progress and, where, necessary, identifies corrective measures to overcome operational constraints
- Assists with the management of the project budget and prepares revisions as required
- Coordinates the timely preparation and submission of project progress and terminal reports required (as specified in the project agreements), as well as contributing to the preparation of analytical reports on the Representation's portfolio as a whole
- Coordinates actions related to timely field project completion/closure, including identification of project follow-up requirements
- Contributes to the preparation and/or assessment of new projects
- Ensures the quality of data/documentation in the Field Programme Management Information System (FPMIS) for all pipeline and operational field projects in the country

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in a field related to business or public administration
- one to three years of relevant experience in office management, administration, accounting and/or audit, budget or finance
- Working knowledge (Level C) of the official communication language used for FAO communication with the country

(English, French, Spanish, Arabic, Chinese or Russian) and limited knowledge of one of them.

FAO Core Competencies

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

Selection criteria

- Working knowledge of the local language would be considered an asset

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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