



Issued on: 20 October 2017

Deadline For Application: 03 November 2017

JOB TITLE: Program and Operations Officer

TYPE OF CONTRACT: International Consultant
DUTY STATION: Dakar – Senegal with possible travels in the region

ORGANIZATIONAL UNIT: Sub-regional team for Resilience - West Africa/Sahel (REOWA)

DURATION: 4 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

In 2006, the Food and Agriculture Organisation of the United Nations (FAO) has opened the Sub-regional team for Resilience - West Africa/Sahel (REOWA) office in Dakar to provide strategic orientation for FAO's emergency, rehabilitation and resilience programme on the ground and to coordinate and act as liaison between the various FAO Offices and the existing humanitarian aid network in the subregion, based in Dakar. In line with FAO's Strategic Objective 5 "Increasing resilience of livelihoods to threats and crises", and the leading work in Africa of RI3, SP5 and SP3 teams, REOWA is strengthening the resilience of vulnerable communities' livelihoods through better prevention and mitigation approaches, improved preparedness and response to recurrent food security, nutrition and pastoral crises and promotion of information sharing for informed decisions and action. REOWA also provides FAO Representations in the sub-region and partners with strategic support on resilience issue. All REOWA's interventions stem out of its four strategic pillars:

- 1) To promote livelihood through the humanitarian coordination mechanism
- 2) To improve the food security and nutrition analysis
- 3) To reinforce communities' livelihood resilience through innovative approaches
- 4) To reinforce national capacities in crisis management

The Sub-regional Resilience Team for West Africa/Sahel (REOWA) enables FAO to liaise and coordinate with the large humanitarian and resilience community based in Dakar including all the regional offices of UN agencies based in Dakar, the office of the special envoy of UN in the Sahel, Non-governmental organizations, Red Cross, FEWS NET, donors and Sub regional organizations like CILSS. REOWA covers the 15 ECOWAS countries plus Mauritania and Chad.

Reporting Lines

The programme and operations officer will work under the direct supervision of the REOWA team coordinator, in collaboration with the FAO's Regional Office for Africa (RAF), the country Offices, the technical divisions and partners.

Technical Focus

The Programme/Operations Officer will provide support in the programming, development and implementation of the Resilience/DRR/DRM program, information management and reporting, monitoring & evaluation activities as well as in resources mobilization. The mandate of the Programme/Operations Officer includes all countries of the sub-region of West Africa / Sahel (including Mauritania and Chad).

Tasks and responsibilities

- Assist the programme management of REOWA by participating in internal meetings, facilitating information sharing, planning/coordinating internal activities as well as supporting day-to-day operations of REOWA projects;
- Support and oversee day-to-day operations of regional projects (all aspects of the project cycle such as formulation, implementation, financial and activity monitoring, reporting);
- In charge of opening of the projects and of their operational and financial closure in FPMIS in collaboration with the program, administration and the assistant administration.
- Carry out the monitoring of REOWA's regular and projects budget including budget preparation, funding allocation, budget revisions, field budget authorizations, staff planning etc. and prepare regular financial reports
- Prepare the documents for the Invitation To Bid (ITB), Request For Quotation (RFQ), Request For Proposal (RFP) and letters of agreements (LoA) in collaboration with the technical team, REOWA administrative assistant and FAOSN administration.
- Be a member of the Local Purchase Committee and act as the resource person on procedure questions particularly related to MS 502 and MS 507.
- Do the follow up of the housekeeping issues for the different projects and ensure that corrective actions are taken.
- Contribute to the preparation of emergency and rehabilitation project work plans and monitor progress at the regional level;
- Serve as human resources (HR) focal point (recruitment and HR procedures);
- Support country offices field staff on operational procedures (opening and closure of projects, budget monitoring, budget revisions, etc.) and on the use of FAO's system links (FPMIS, GRMS) at regional level;
- Contribute to funding mobilization efforts for FAO resilience program in the sub-region by reviewing the quality and timely preparation of programmatic and strategic documents and project proposals;

- Contribute to the Preparation, editing, revision and consolidation of programming documents, briefs, evaluation reports, project documents, financial reports, statements and correspondence for internal use and for recipient governments and donors;
- Participate in field assessments, emergency response programming and recovery/rehabilitation planning exercise, including through inter-agency coordination platforms; when necessary.
- Participate in formulating regular progress, interim and final reports, for ongoing emergency projects using the required formats;
- Be deployed to the countries in the region to support operations as needed (including in level 3 emergencies as part of the surge team);
- Execute any other task as requested by the Head of REOWA.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in a discipline relevant to the mandate of the Organization.
- Five years of relevant experience in operations in general and in emergency situations in particular. Relevant international experience and particularly in the Sahel/West Africa will be a plus
- Excellent working knowledge of both English and French.

FAO Core Competencies

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

Technical/Functional Skills

- Excellent organizational skills
- Work experience in more than one location or area of work
- Extent and relevance of experience in budget elaboration and monitoring
- Extent and relevance of experience in HR
- Familiarity with FAO tools such as FPMIS, GRMS, IMIS etc. will be a plus
- Good written and communication skills
- Good foundation in program formulation, planning, implementation, management and evaluation

Selection Criteria

- All candidates should possess computer/word processing skills
- Your application will be screened based on the information provided in your iRecruitment online profile (see "How to Apply"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.

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