



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC5900

Issued on: 16 January 2019

Deadline For Application: 06 February 2019

Position Title:	Operations Officer	Grade Level:	P-3
		Duty Station:	Pakistan, Islamabad
Organizational Unit:	FAO Representation in Pakistan, FAPAK	Duration *:	Fixed term: one year (with possibility of extension)
		Post Number:	2007010
		CCOG Code:	1A11

The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**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.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The main aim of FAO Country Offices, which are headed by an FAO Representative, is to assist the 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.

Reporting Lines

The Operations Officer reports to the Deputy FAO Representative in Pakistan, under the overall guidance of the FAO Representative. He/she will work in close collaboration with the administration, operations, finance and communication teams and in consultation with the relevant technical units in FAO Pakistan, the Regional Office for Asia and the Pacific (RAP), and headquarters.

Technical Focus

Lead and coordinate the operational support function of the National Field Programme including emergency, rehabilitation and development projects.

Key Results

The provision of operations support services.

Key Functions

- Acts as focal point for all project operational matters, organizes and handles the day-to-day operational activities of the field programme (including emergency, rehabilitation and development projects, both national and regional/global projects) and takes action, in consultation with supervisors, on any issues which arise during the execution period;
- Prepares project task force meetings and ensures the secretariat of such meetings;
- Ensures the timely provision of project inputs (personnel, technical support services, subcontracts, training, equipment and supplies) directly by the Organization or, when appropriate, through contractors, and in liaison with other support units;
- Participates in the preparation of project work plans, monitors progress and, where necessary, identifies corrective measures to overcome operational constraints;
- Reviews and monitors the project budget; prepares requests and revisions as required; maintains and closely monitors budget expenditures and resources; reviews project transaction listings with a view to identifying errors in accounting against budget lines;
- Prepares and submits the Project Implementation Reports and any other reports required by the Organization;
- Ensures the completeness and quality of data and documentation in the FAO corporate systems (e.g. GRMS, FPMIS, etc.) for all assigned operational field projects/activities;
- Prepares analytical reports on project performances, as required;
- Coordinates action concerning the completion of field projects and arranges for timely and adequate reporting, including identification of project follow-up requirements;
- Contributes to the formulation of project proposals according to FAO's procedures and prepare project documents for technical clearance and final approval under different funding arrangements;
- Performs other duties as required.

Specific Functions

- Advises the programme management of the office by participating in internal meetings, facilitating information sharing, planning/coordinating internal activities as well as supporting day-to-day operations of FAO Pakistan projects;
- Monitors FAO Pakistan's Regular Programme and extra-budgetary projects budget and oversees budget preparation, funding allocation, budget revisions, field budget authorizations, staff planning etc. and prepares regular financial reports;
- Prepares the documents for the Invitation To Bid - ITB, Request For Quotation - RFQ, Request For Proposal - RFP and Letter of Agreement - LoA in collaboration with the technical team and Lead Technical Officers – LTOs;
- Participates to Local Purchase Committees and provides advice on procurement-related procedures;
- Supports country offices on operational procedures (opening and closure of projects, budget monitoring, budget revisions, etc.) and on the use of FAO system links (FPMIS, GRMS, etc.) at regional level;
- Contributes to funding mobilization efforts for FAO Programme, reviews the quality and timely inputs to programme preparation as well as the preparation of programmatic and strategic documents and project proposals.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced degree in public or business administration, finance, accounting, economics, social sciences or other fields related to the FAO mandate;
- Five years of relevant experience in project management/operations and support;
- Working knowledge of English and limited knowledge of one the other FAO languages (Arabic, Chinese, French, Russian, or Spanish).

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, particularly in field positions, is desirable;
- Extent and relevance of experience in programme/project formulation, analysis, planning and implementation;
- Understanding of FAO policies and programmes, is considered a strong asset;
- Extent and relevance of experience in supporting, advising and guiding the implementation of complex, multistakeholder projects;
- Extent of experience in formulation, implementation and monitoring of projects;
- Ability to develop plans for the implementation and coordination of project operations in developing countries, in partnership with UN agencies and other concerned actors;
- Familiarity with UN administrative, operational and financial procedures is 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

- 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 recognized in the IAU/UNESCO list
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of two years
- Candidates may be requested to provide performance assessments

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

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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