



POSITION TITLE:	OPERATIONS OFFICER	GRADE LEVEL:	P-3
		DUTY STATION:	Islamabad, Pakistan
ORGANIZATIONAL UNIT:	Emergency Operations Service: Asia, Near East, Europe and Special Emergencies (TCES)	DURATION *:	Twelve months extendable (subject to continuity of funds)
	Emergency and Rehabilitation Division (TCE)	POST CODE/N ^o :	unidentified
	Technical Cooperation Department (TC)	CCOG CODE:	1S01

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged. Persons with disabilities are equally encouraged to apply .All applications will be treated with the strictest confidence

DUTIES AND RESPONSIBILITIES

Under the supervision of the FAO Representative, and in consultation with the Assistant FAO Representative (Programme and Administration) and the Resilience Programme Coordinator, as appropriate; in consultation with the Emergency and Rehabilitation Division (TCE), on issues related to emergency and preparedness; and with the relevant technical divisions at FAO headquarters and the Multidisciplinary Team and the Field Programme Group in the FAO Regional Office for Asia and the Pacific (RAP) in Bangkok, the incumbent will be responsible for the day-to-day operations of projects under FAO's country programme which includes both emergency and development programme activities. In particular, he/she will:

- act as focal point for all field project operational matters, handling day-to-day operational matters relating to project/programme implementation;
- analyze requests for assistance to the agricultural and food security sector and contribute to the preparation and/or assessment of project proposals for financial support to donors and aid programmes of the UN system, with respect to operational issues and preparation of budgets;
- review concept notes, project profiles, and programme and project proposals for operational clearance, and provide operational support to interagency assessment field missions as required;
- participate in the preparation of project work plans, monitoring of progress and, where necessary, identification of corrective measures to overcome operational constraints;
- liaise closely with other Units in the FAO Representation (Programme, Administration, Procurement and Field Security) in delivery of FAO Pakistan's integrated country programme, and help ensure timely provision of project inputs (personnel, technical support services, sub-contracts, training, equipment and supplies);
- ensure completeness and quality of data and documentation in corporate systems for all operational field projects in country;
- be responsible for budgetary management, monitoring of approved field expenditures and cash situation, including preparation of budget revisions through Field Project management Information System;
- monitoring of and support to the preparation and submission of briefs, reports (including analytical reports on project performance and quarterly project implementation review reports (QPIRS));
- assist in the formulation of correspondence with recipient government and donors;
- coordinate actions concerning the completion of projects, timely submission of final reports and statements, and project operational/financial closure;
- perform any other related duties as required.

***APPOINTMENT/PROMOTION TO THIS POST IS TEMPORARY WITH POSSIBILITY OF EXTENSION**

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in agriculture, economics, business administration and management, international relations or other field related to the work of the Organization
- Five years of relevant professional experience in the planning and operational aspects of emergency/rehabilitation and agricultural/rural development programmes at field and/or headquarters level
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- extent of experience in development, emergency relief and rehabilitation operations, particularly in the food security and agriculture sector
- demonstrated ability to analyse complex field problems, particularly as related to emergency and rehabilitation situations

- demonstrated communication skills, both orally and in writing
- ability to work in a team and interpersonal skills
- extent of familiarity with the field programme of UN or other agencies active in agriculture and food security sector
- extent of familiarity with the geographical region
- extent of language skills; knowledge of Urdu and/or other local languages would be an asset

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.

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

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

For guidelines to applicants, please visit the Application Toolkit at: <http://www.fao.org/employment/current-vacancies/project/en/>

Send your PHF to:

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Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

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