



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: 634-11-PRJ-TCES

Issued on: 3 February 2011

Deadline For Application: 17 February 2011

POSITION TITLE:	Operations Officer	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	Emergency Operations Service - Asia, Near East, Europe and Special Emergencies (TCES) Emergency Operations and Rehabilitation Division (TTechnical Cooperation Department (TC)CE)	DUTY STATION:	Rome
		DURATION *:	Twelve months (extendable subject to availability of funds)
		POST CODE/N°:	**N - 1055950

CCOG CODE: **1S01**

Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief Emergency Operations Service, Asia, Near East, Europe and Special Emergencies (TCES), the direct supervision of the Senior Operations Officer, Desk Supervisor, in collaboration with the other Operations Officers, and in liaison with the relevant technical divisions of FAO headquarters, the Operations Officer will perform or assist in the following tasks:

- handle day-to-day operations on matters relating to emergency assistance/projects;
- analyse requests for emergency assistance to the agricultural sector and formulate emergency/rehabilitation projects;
- undertake field assessments of relief requirements in countries affected by natural or human-induced calamities;
- participate in interagency assessment missions fielded to countries under complex emergency conditions;
- participate in the design and implementation of emergency/rehabilitation projects and programmes, including budgetary management and monitoring of the approved field expenditures;
- liaise with FAO technical units to ensure technical quality in emergency activities;
- prepare/present project proposals, after technical scrutiny, for financial support and/or presentation to interested donors and aid programmes of the UN system;
- prepare briefs, reports and final statements;
- liaise with other UN organizations, NGO and donors at the appropriate level to ensure the best preparation and implementation of emergency activities;
- formulate correspondence with recipient governments and donors;
- prepare and participate in technical meetings and international for a related to humanitarian relief matters;
- assist in fund mobilization efforts;
- perform other related duties as required.

****APPOINTMENT/PROMOTION TO THE POST IS TEMPORARY AS ITS DURATION IS FOR ONE YEAR, WITH POSSIBILITY OF EXTENSION**

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in agriculture, economics or a field relevant to the work of the Organization;
- Five years of relevant experience in the sectors of agricultural and rural development including emergency operations at field and/or headquarters level;
- Working knowledge of English and limited knowledge of one of the other official languages.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of relevant experience in analysing complex field problems related to emergency and rehabilitation situations;
- Extent of experience in agriculture emergency project formulation, technical development and budget allocation, project implementation and evaluation in a volatile security context;
- Knowledge of the United Nations humanitarian administrative, operational and financial procedures or (and) experience in working with other humanitarian organizations;
- Familiarity with fundraising, coordination with technical and financing institutions, UN interagency cooperation as well as UN-NGO collaboration;
- Ability to plan and organize activities;
- Ability to work under pressure with tight deadline and within multidisciplinary and different cultural background teams;
- Excellent oral and written communication skills.

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/>

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A 634-11-PRJ-TCES

Mr. Daniele Donati, Chief, TCES

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E-mail: VA-634-11-PRJ-TCES@fao.org

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.

FAO IS A NON-SMOKING ENVIRONMENT