



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Consultant/PSA

Job Title:	Operations Officer	Deadline for applications:	2 March 2015
Division/Department:	FAPHI		
Programme/Project Number:	various		
Location:	Manila with frequent travel in the country as required by the program.		
Expected Start Date of Assignment:	As soon as possible	Duration:	6 months extendable depending on availability of funds and programme needs
Report to:	FAO Representative		

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the direct supervision of the FAOR, and in consultation with FAO Philippines Country Units (Programme, Administration, Procurement and Communications), in collaboration with relevant government and UN partners, the Operations Officer will be responsible for the supervision of the Haiyan Emergency Response Team and the implementation of the Haiyan related projects.

The Operations Officer will carry out the following duties:

- provide the required managerial and operational support to FAO recovery operations in agriculture, fisheries, livestock, and forestry sectors;
- guide FAO team in the country in the implementation of recovery and rehabilitation projects and programmes, including budgetary management and monitoring of the approved field expenditures;
- support and strengthen the operational structure, including training of national personnel, to ensure the necessary operational capacity for the implementation of the FAO Haiyan response programme;
- ensure timely planning and implementation of procurement plans providing advice as needed on most appropriate procurement actions;
- oversee the logistical and operational actions required for the smooth implementation of activities;
- liaise with relevant FAO technical units to ensure technical quality in project activities;
- work closely with the technical teams on linking recovery to development efforts;
- participate in the preparation and presentation of project concept notes, proposals and/ or other documents for financial support to interested donors or other partners in the UN system;
- work closely with the Communication Officer on finalization of Executive Briefs, talking points, press releases, and other communication and visibility materials;
- support the technical team and reporting officer on the finalization of project reports;
- provide required support to the overall functioning of the Technical Working Groups for fisheries and coconut;
- ensure close coordination and liaison with other UN organizations, NGO, donors and government partners at the appropriate level to ensure the best preparation and implementation of recovery activities;
- formulate correspondence with recipient government and donors;
- prepare and participate as needed in technical meetings and international fora related to humanitarian relief and recovery matters;
- assist in fund mobilization efforts, especially for the development phase;
- undertake travel, as required;
- perform any other related duties as required.

REQUIRED COMPETENCIES

Essential:

- University or Master degree in a discipline relevant to the mandate of the Organization;
- Minimum of 7 years of proven knowledge and experience in operations in emergency and / or development contexts at the country and/or international level, particularly related to agriculture, food and nutrition security and/or food safety;
- Familiarity with fundraising, coordination with technical and financing institutions, UN interagency cooperation and UN-NGO collaboration;
- Excellent communication skills, both verbal and written;
- Working knowledge of English and of the FAO official working language for the country of assignment.

Desirable:

- Familiarity or trained on FAO Manual Sections 502 and 507;
- Familiarity with FAO policies and procedures related to Finance, HR and NSHR;
- Familiarity with the use of FPMIS

Technical Competencies and Experience Requirements

- Able to work under pressure and adapt to an evolving and complex humanitarian context and within multidisciplinary and different cultural background teams;
- Knowledge of humanitarian principles;
- Ability to work and plan at strategic and operational levels.

HOW TO APPLY

Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <http://www.fao.org/employment/irecruitment-access/en/>

The PPF should be sent via email to: FAO-PH@FAO.ORG (copying ALESSIA.ANIBALDI@FAO.ORG)

Deadline for applications: **28 February 2015**

Applications received after the closing date will not be given consideration.
Only short listed candidates will be contacted.