



Food and Agriculture Organization of the United Nations

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Vacancy Announcement

Published On: 20 October 2014
Deadline for Application: 31 October 2014

The FAO Representation in Bangladesh is inviting applications from qualified candidates to the following position for its project “**Community-based Climate Resilient Fisheries and Aquaculture Development in Bangladesh (PPG) (GCP/BGD/056/LDF)**” to be filled as soon as possible:

Position: Operations Associate (SB-3/1)

Under the overall supervision of the FAO Representative in Bangladesh, Budget Holder and direct supervision of the Assistant FAO Representative (Programme) and National Operations Officer, the incumbent will support the implementation of different programs/projects particularly in the field of Fisheries undertaken by the FAO Representation. The duties and responsibilities will include, but not limited to the following:

Specific responsibilities:

In particular, the incumbent will carry out the following tasks:

- Assist in monitoring the agreed work plan;
- Support Mission field visits, trainings, study tours, workshops, brainstorming session, focus group discussion etc.
- Support in maintaining expenditure record, monitoring to ensure precise delivery of the assigned projects;
- Assist to ensure project activities correspond to the target; follow-up on weak areas; and report to National Operations Officer and/ or AFAOR (P) in each case(s);
- Assist in the preparation of delivery estimates of different projects; ensure project activities correspond to the targets and follow up on the bottlenecks.
- Keep record and update on the procurement of the projects;
- Assist preparing correspondence, notes, brief reports and documents in line with specified formats as well as general administrative/financial or specialized tasks as assigned by the management;
- Any other work/task as assigned by the management;

Academic Qualifications :

- Graduate in any relevant subject

Required Competencies:

- Five years working experiences including UN/INGO or other international organization with donor funded projects; .
- Good understanding on project implementation with special focus on climate change / fisheries related projects;
- Proficient in using essential computer softwares, word processing, spreadsheet and presentation software, and internet
- Excellent oral and written communication skills in English and Bengali, with a proven ability to prepare reports, file notes,, workshop reports etc; .
- Excellent communication and presentation skills

Duty Station: Dhaka

Duration: 06 months with possibility of extension.

Application Guidelines:

All applicants will send their PPF (Personal Profile Form) to the following address: FAOBD-Vacancies@fao.org only by close of business on 31 October 2014. PPF is available to this link: <http://www.fao.org/employment/en/>

Subject must refer "Operations Associate"

Applications from qualified women are encouraged to apply.

Application not submitted through the filled PPF will be discarded. Please do not submit any certificates/documents with your application.

Candidates not possessing the essential qualifications should not apply as their application will not be considered.

Any persuasion will disqualify the candidate; only short listed candidates will be invited for the interview.