



POSITION TITLE:	Operations Coordinator	GRADE LEVEL:	P-4
		DUTY STATION:	Fort Liberté, Haiti
ORGANIZATIONAL UNIT:	Emergency Operations Service (TCEO)	DURATION *:	Twelve months (with possibility of extension subject to continuity of funds)
	Emergency Operations and Rehabilitation Division (TCE)	POST CODE/N°:	N** - Unidentified (various)
	Technical Cooperation Department (TC)	CCOG CODE:	1.S.0.1.

DUTIES AND RESPONSIBILITIES

The Emergency Operations and Rehabilitation Division, TCE, works in post-disaster and complex emergency situations and helps to protect, restore and enhance food production and the livelihoods of farmers, herders, fishers and associated processors and artisans.

Under the overall supervision of the Chief, Emergency Operations Service (TCEO), the functional guidance of the FAO Representative, the direct supervision of the Senior Emergency Coordinator; in close coordination with the technical officers in the country, and in consultation with the relevant technical divisions at FAO headquarters, the relevant government ministries, UN agencies and non-governmental organizations (NGOs), the incumbent will be responsible for the operational development, management and expansion of FAO's activities pertaining to emergency and rehabilitation projects including Food Chain Emergencies (FCE) related to animal health, plant pests and food safety. In particular, he/she will:

- implement and monitor emergency and rehabilitation operations related to agriculture, livestock, forestry and fisheries activities and other areas of FAO's mandate;
- coordinate, guide and supervise operational, administrative and logistics project personnel to ensure timely delivery of the necessary inputs and timely implementation of activities;
- be responsible to monitor the budgetary management and accounting of the projects in close collaboration with the FAO representation;
- coordinate the preparation of project profiles, project documents, work plans, logical framework for donor funding, with particular focus on operational and budgetary components;
- coordinate the preparation of briefs and comprehensive reports and ensure timely dissemination of information on the impact of the crisis on the agricultural sector to the donor community, UN agencies, NGOs in relief and early rehabilitation activities;
- develop effective emergency and rehabilitation response policies and operating frameworks for assessment and delivery of emergency assistance;
- liaise with the agencies of the UN system, recipient government officials, NGOs and other partners and stakeholders, as required, on emergency response;
- represent the Organization at interagency and other fora in matters related to FAO's emergency and rehabilitation programmes;
- liaise with FAO departments and decentralized offices, as necessary, on issues related to development and implementation of emergency and rehabilitation projects;
- contribute to fund mobilization efforts through liaison with donors community in country;
- contribute to further expand the emergency portfolio in case of onset emergencies;
- perform other related duties as required.

**** APPOINTMENT/PROMOTION TO THIS POST IS FOR THE DURATION OF THE ASSIGNMENT ONLY**

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in agronomy, economics, natural sciences, or related field
- Seven years of relevant experience in project development and implementation and policy formulation, including emergency operations experience in developing countries, as well as disaster-stricken countries
- Working knowledge of English and limited knowledge of another official language.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of relevant experience at the international level in field operations in the agricultural sector and emergency relief situations, with particular emphasis on coordination of emergency assistance;
- Demonstrated leadership, managerial, supervisory, interpersonal and team player skills;
- Demonstrated analytical and communication skills;
- Demonstrated ability to analyse complex emergencies;
- Extent of familiarity with the country of assignment;
- Familiarity with fundraising, UN interagency cooperation as well as UN-NGO cooperation mechanisms.

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

Level _____ carries a net salary per year (inclusive of a variable element for post adjustment) from USD _____ to USD _____ (without dependants) and from USD _____ to USD _____ (with dependants)

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A **TCEO-472-09-PRJ**

Ms Sylvie Wabbes, Emergency Operations Service (TCEO)

FAO Viale delle Terme di Caracalla 00153 Rome ITALY

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E-mail: VA-472-09-PRJ-TCEO@fao.org

*This vacancy is open to male and female candidates. Applications from qualified women candidates and applications from qualified candidates from non/under-represented member states are encouraged. 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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