



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC5282

Issued on: **22 February 2018**

Deadline For Application: **15 March 2018**

Position Title:	Operations Officer	Grade Level:	P-3
		Duty Station:	Guyana, Georgetown
Organizational Unit:	FAO Representation in Guyana, FLGUY	Duration *:	Fixed term: 1 year with possibility of extension
		Post Number:	2006788
		CCOG Code:	1A11

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

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

A long history of collaboration between Guyana and FAO has served to promote sustainable agricultural systems and contribute to hunger and poverty alleviation in the country. Cooperation has increased since the re-opening of FAO's country office in 2009, with a growing emphasis on technical and policy assistance as well as capacity building, advocacy and knowledge exchange.

In 2016 the Government of Guyana has requested the FAO to provide technical assistance throughout the projects GCP/GUY/003/GRI and UTF/GUY/002/GUY, through experts working side-by-side with national staff to enhance knowledge, skills, and experience sharing for ensuring sustainability and resilience of the land use systems and for the preparation and implementation of agricultural census in Guyana.

Reporting Lines

The Operations Officer reports to the FAO Representative Guyana.

Technical Focus

Lead and coordinate the operational support of the Field Programme, with specific focus on projects 'Mainstreaming Sustainable Land Development and Management (GCP/GUY/003/GRI)' and 'Implementation of the Agricultural Census in Guyana (UTF/GUY/002/GUY)'.

Key Results

The provision of operations support services.

Key Functions

- Acts as focal point for all project operational matters, organizes and handles day-to-day operational activities of the field programme (including emergency, rehabilitation and development projects, both national and regional/global projects) and takes action, in consultation with the supervisors, on problems which arise during the execution period;
- Prepares project task force meetings and ensures the secretariat of such meetings;
- Ensures the timely provision of project inputs (personnel, technical support services, sub-contracts, training, equipment and supplies) directly by the Organization or, when appropriate, through contractors, in liaison with other support units;
- Participates in the preparation of project work plans, monitors progress and, where necessary, identifies corrective measures to overcome operational constraints;
- Reviews and monitors project budget and prepare requests and revisions as required; maintains and closely monitors budget expenditures and resources; reviews project transaction listings with a view to identifying errors in accounting against budget lines;
- Prepares and submits the Project Implementation Reports and any other reports required by the Organization;
- Ensures the completeness and quality of data and documentation in the FAO corporate systems (GRMS, FPMIS, etc.) for all assigned operational field projects/activities;
- Prepares analytical reports on project performances, as required;
- Coordinates action concerning the completion of field projects and arranges for timely and adequate reporting, including identification of project follow-up requirements;

- Contributes to the formulation of project proposals according to FAO's procedures and prepares project documents for technical clearance and final approval under different funding arrangements.'
- Performs other duties as required.

Specific Functions

- Performs all above duties for the implementation of the projects
- Supports the FAOR in the identification of other funding opportunities and the preparation of related Concept Notes
- Contributes to fund mobilization through liaison with donor representations/missions as required
- Supports the planning and preparation of procurement actions; contracts; letters of agreement and other relevant instruments in line with FAO rules and regulations
- Liaises with national institutions as well with other UN organizations and partners (NGOs, donors, etc.) in coordinating meetings related to project implementation

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in public or business administration, finance, accounting, economics, social sciences or other fields related to the FAO mandate;
- Five years of relevant experience in project management/operations and support;
- Working knowledge of English and limited knowledge of one of the other official languages of the Organization (Arabic, Chinese, French, Russian or Spanish)

Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable;
- Extent and relevance of experience in programme/project formulation, analysis, planning and implementation
- Understanding of FAO policies and programmes is considered a strong asset;
- Extent and relevance of experience in supporting, advising and guiding the implementation of complex, multi-stakeholder projects;
- Extent of experience in formulation, implementation and monitoring of projects;
- Ability to develop plans for the implementation and coordination of project operations in developing countries, in partnership with UN agencies and other concerned actors;
- Familiarity with UN administrative, operational and financial procedures is an asset.
- Limited knowledge of Spanish or French is an asset.

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills
- Your application will be screened based on the information provided in your iRecruitment online profile (see "*How to Apply*"). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognized in the IAU/UNESCO list
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of two years
- Candidates may be requested to provide performance assessments

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iemployment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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