



Food and Agriculture Organization of the United Nations

Operations Assistant (UNJP/INS/082/UNJ) NPP 7

Under the direct supervision of the FAO Indonesia Operations Officer and the general supervision of the FAO Representative in Indonesia and in close collaboration with project managers/coordinators and/or FAO Indonesia Programme, the Operations Assistant will assist in the provision of operational support to the projects under his/her portfolio. The role of the Operations Assistant is to assist project coordinators/managers and/or FAO Indonesia Programme to implement smoothly the project activities.

In particular, the Operations Assistant will be responsible for the following:

- Planning
 - Assist in the preparation of project workplans and budgets for each project in the portfolio.
 - Assist in updating periodically the workplans and budgets in close collaboration with the project coordinators/managers and/or FAO Indonesia Programme
 - Prepare recruitment, procurement and travel plans in close collaboration with the project coordinators/managers and share with Operations – Financial Monitoring for their use
- Project implementation:
 - Liaise continuously with project coordinators/managers and/or FAO Indonesia Programme on project matters
 - Provide day-to-day operational support to project coordinator/manager
 - Identify in a timely fashion advance operational actions required in order to ensure timely delivery of project inputs
 - Act as single point of contact between project coordination/management and FAO Indonesia Operations
 - Assist project coordination/management in the preparation of all types of operational re-quests (ITAs, EBs, TECs, etc...)
 - Review all types of operational request (ITAs, EBs, TECs...) from coordinators/managers and/or FAO Indonesia Programme before submission to FAO Indonesia Operations for further processing
 - Attend periodic operational meetings
- Monitoring:
 - Monitor the progress of each project against their workplans
 - Liaise with project coordination/management and inform them on any relevant financial and operational matters
 - Travel on field missions as necessary in order to monitor project progress at field level
 - Review and clear Project Monthly Monitoring sheets for submission to the FAOR office
 - Provide necessary assistance to project coordinators/managers and international operations coordinator in the preparation of concept notes and project documents

Academic qualification: Bachelor degree in any related field

Competencies and experience requirements:

- At least minimum of 3 years of progressive responsibility in administrative related work experience, preferably within international organization(s);
- Have work experience/knowledge in assets, procurement, management and administration;
- Work experience within the UN system is a distinct advantage, but it is not a requirement;
- Proficiency in MS Office, particularly in Word, Excel and Power Point;
- Ability to communicate and write English;
- A good team player and is able to work respectfully and cooperatively with colleagues of different national and multi-cultural environment with sensitivity and respect to diversity; and
- Willing to work under pressure and under minimum supervision.

Duty station: Jakarta, Indonesia with in-country travel as required

Duration: 3 months with possibility of extension depending on funding availability and satisfactory performance

GENERAL NOTE TO ALL APPLICANTS:

Interested candidates should submit a CV and a covering letter clearly stating their relevant skills, experience, vacancy and reference code by e-mail to:

E-mail: FAO-ID@fao.org

Submission DEADLINE: 10th April 2014

FAO regrets to inform applicants that only short-listed candidates will be contacted.