



**National Operations Officer
NPP 8**

Under the overall supervision of the FAO Representative in Indonesia, and direct supervision of the International Operations Coordinator, in close coordination with FAO Emergency Centre for Transboundary Animal Health Diseases Operations (ECTAD) Indonesia Programme Team Leader and technical officers and with the FAO Indonesia Operations/Admin teams, relevant government counterparts and implementing partners, the National Operations Officer will:

- Act as a single point of contact between ECTAD programme staff and the FAO Operations Team on operations matters;
- Provide day to day operational support to all projects under the ECTAD Indonesia Programme;
- Liaise continuously with the ECTAD Team Leader, CTA, technical advisers and other ECTAD programme staff as well as with FAO-Operations staff on Operations matters acquiring all the needed information to take action on operations issues;
- Assist the Operations Coordinator to monitor ECTAD project budgets providing all the needed information through the FAO web-system;
- Prepare draft Financial Summary information for inclusion in ECTAD Project Reports;
- In liaison and coordination with ECTAD Programme Assistants and other relevant ECTAD staff, the National Operations Officer will:
 - Provide Operational pre-clearance for ECTAD Internal Travel Authorization (ITA) requests for further submission to the Operations Coordinator;
 - Review/revise draft Service Contracts and Letters of Agreement (LOA) for further submission to the Operations Coordinator;
 - Review Estimated Budget (EB) requests before submission to the Operations Coordinator for operational clearance;
 - Assist ECTAD team members in budget/workplan formulation;
- Continuously review/monitor ECTAD project work plans ensuring:
 - All the proposed activities are accommodated within the available budget;
 - Track and generate reports on the work plan expenses status;
 - Check budget availability when activities are to be initiated;
 - Identify the correct work-plan code assigned to each proposed activity;
 - In coordination with relevant ECTAD programme staff prepare procurement plans according to the activities included in the work-plan;
 - Initiate procurement action, according to the work plan time frame raising Procurement Requests (PR) in the FAO Global Resource Management System (GRMS) and follow up the procurement process/status with the procurement team;
- The National Operations Officer, in close coordination with the ECTAD team Leader/CTA will also
 - Draft inputs/goods distribution plans ensuring the physical delivery of project inputs to beneficiaries in accordance with project requests;
 - Periodically perform a physical check of stock in the FAO warehouse in liaison with the FAO assets/inventory assistant
- Perform other related duties as required

Academic Qualifications:

- University graduate in a relevant subject (preferred);

Technical Competencies and Experience Requirements:

- Five (5) consecutive years experience in project/programme operations and support;
- Work experience/ knowledge of project operational matters, project planning and monitoring;
- Ability to perform a variety of tasks related to work contracts, asset procurement and management, reporting, and budget monitoring
- Good knowledge of both spoken and written English; fluency in Bahasa Indonesia
- Previous employment in an international organization preferably within the UN specialized agencies (Preferred);
- Possess good planning, coordination, interpersonal and communication skills;
- Proficiency in MS Office, particularly in Word, Excel and Power Point;
- Ability to work in a multi-cultural environment with sensitivity and respect cultural diversity;
- Ability to work with minimum supervision and under tight time constraints;
- Willingness to undertake on-the-job training in specific management tools or application programmes.

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

Duration: 3 months initial contract with possibility of further extension subjects to satisfactory performance and availability of funding.

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: 30th August 2015

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