



Food and Agriculture Organization of the United Nations

National Operations Officer (OSRO/INS/301/USA)

NPP-8

Under the direct supervision of the Assistant of FAOR - Programme, the general supervision of the FAO Representative in Indonesia and in close collaboration with emergency project managers/coordinators, the National Operations Officer will be responsible for all operational aspects of the projects under the FAO Indonesia. The role of the National Operations Officer is to ensure the smooth implementation of the project activities

Specific responsibilities will include:

1. Planning:
 - In collaboration with Programme, prepare detailed workplans and budget for each project as per logical framework and allocate adequate resources for each activity,.
 - Share the project workplans and budget with the CSMU for their financial monitoring and reporting activities
 - Update on a monthly basis the workplans and budget in close collaboration with the project managers/coordinators and with the financial information received from the CSMU
 - Prepare recruitment, procurement and travel plans of project staff in close collaboration with the project managers/coordinators and Technical staff and share with CSMU for their use
2. Project implementation:
 - Liaise closely with project managers/coordinators and Technical staff on project matters
 - Liaise with national counterparts as appropriate in collaboration with Programme.
 - Provide day-to-day operational support to project managers/coordinators and Technical staff
 - 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 managers/coordinators and Technical staff and CSMU/FAOR
 - Assist project coordination/management in the preparation of all types of operational requests (ITAs, EBs, TECs, etc...)
 - Clear and sign all types of operational request (ITAs, EBs, TECs...) before submission to CSMU for further processing
 - Attend periodic operational meetings
3. Monitoring:
 - Monitor the progress of each project against their workplans
 - Liaise with project managers/coordinators and Technical staff 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
 - Preparing inputs for Field Project Monitoring Information System (FPMIS) in collaboration with Programme
4. Reporting:
 - Complete CSMU's monthly project reports with operational information
 - Ensure that project reporting requirements are met and liaise with project managers/coordinators and Technical staff for the timely preparation of project reports
 - Ensure relevant clearances are received prior to submission of reports to the donor/government
5. Other:
 - Attend periodic thematic meetings (cluster meeting, relevant UNPDF working group meetings, etc...)
 - Provide necessary assistance to project managers/coordinators and Technical staff and Assistant FAOR Programme in the preparation of concept notes and project documents

Expected Outputs:

1. Planning:
 - 1.1. Detailed workplans and budget prepared and regularly updated
 - 1.2. Recruitment, procurement and travel plans prepared and updated
2. Project implementation:
 - 2.1. Operational actions are carried out in a timely basis.

3. Monitoring:
 - 3.1. Periodical meetings with project managers/coordinators staff to monitor project activities are carried out
 - 3.2. Project Monthly Monitoring Sheets are prepared
4. Reporting:
 - 4.1. Monthly operational reports prepared
 - 4.2. Project reports are prepared timely
5. Other:
 - 5.1. Periodic thematic meetings of interest are attended
 - 5.2. Adequate assistance provided to project managers/coordinators staff and/or International Operations Coordinator

Required Completion Date:

- 1.1. At start of the project and then monthly
- 1.2. At start of the project and then monthly
- 2.1. Operational actions are submitted at least 7 days in advance to the CSMU for processing
- 3.1. Monthly
- 3.2. Monthly
- 4.1. 4 days upon receipt of draft report from CSMU
- 4.2. Latest 2 weeks after end of reporting period
- 5.1. When necessary
- 5.2. When necessary

Academic Qualifications:

- University degree / bachelor degree from any relevant and related field, preferably with agriculture/fisheries/forestry background.

Technical Competencies and Experience Requirements:

- Minimum five years experience in operational management of projects, preferably in the context of emergency operations
- Previous employment in international organizations preferably with UN specialized agencies
- Possess good planning, coordination, interpersonal and communication skills
- Good knowledge of the English language, both oral and written and fluent Bahasa
- Proficiency in MS Office, particularly Word and Excel
- Ability to work in a multi-cultural environment with sensitivity and respect to diversity
- Ability to work with 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: 17th June 2014

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