



FAO Representation – Afghanistan

VACANCY ANNOUNCEMENT

Issued Date: 06 July 2021
Closing date for applications: 20 July 2021

VA NO. FAO/KBL/CO/SC/12-2021

Functional title:	National Operations Support Officer
Type of contract:	National Project Personnel / Service Contract (NPP/SC)
Grade/level:	SB-4
Number of post (s) :	1 (One)
Duration :	12 (Twelve) Months
Extendable/renewable:	Extendable, based on satisfactory performance and budget availability
Probationary period:	Initial 3 months
Project/programme/unit:	FAO Representation / Country Office
Duty station:	Kabul with domestic field missions to other project locations.
Sub-station:	N/A

DUTIES / RESPONSIBILITIES:

Organization Settings:

Through its country offices or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger, food security and malnutrition and provides technical support for the sustainable development of their agricultural, livestock, animal health, and irrigation and forestry sectors as well as emergency preparedness and response. The activities of the FAO Representation include design and implementation of country-tailored field programmes, liaison with local donor representatives and active public awareness-raising and outreach activities related to the mandate of FAO.

FAO's assistance in Afghanistan achieves its objectives through capacity development and direct project implementation in four specific areas of FAO's technical expertise:

- Better governance through the improved capacity for policy planning, land reform, decentralization, and management of common natural resources;
- Fostering expansion of irrigation and field water management;
- Intensive agriculture for surplus commercialization, value chains development, and job creation;
- Supporting vulnerable farmers for improved food and nutrition security, resilience, and emergency response to natural and man-made disasters and climate change.

The subject position is located in FAO Representation/ Country Office in Kabul – Afghanistan, with possible travels to project targeted provinces.

Main Purpose:

The National Operations Support Officer will contribute to successful operation of projects and ensure the quality and quantities of deliverables and results, timely reporting in line of project agreements with resource partner and recipient organization of the assigned project/s

Technical Focus:

Programme development, coordination and operational assistance based on the knowledge of the local conditions, culture, language and institutions of the country of assignment. Ensure smooth functioning of project operations, consistent service delivery, and continuous evaluation and readjustment/improvement of the operational environment to reflect the FAOR's and country evolving needs.

Impact of work:

The incumbent's work affects the quality, timeliness and efficiency of FAO's Operations. Effective and efficient provision of operational support to the project activities of the FAO Representation.

Working Relationships:

This position is part of the National Operations Support Officer of FAO Representation in Afghanistan. Within the Operations unit, the incumbent will work under the overall leadership of the National Senior Operations Officer and in close collaboration with the other FAO staff, government counterparts, and fulfill the requirement of the unit.

Supervision Received/Exercised:

Under the overall supervision of the FAO Representative/Country Director in Afghanistan and direct supervision of the National Senior Operations Officer, the National Operations Support Officer will carry out the following duties and responsibilities:

Key Functions/Results (Duties and Responsibilities)

- Acts as a focal point for assigned projects operational matters, organizes and handles the day-to-day operational activities of the field programme
- Ensures the timely provision of project inputs (personnel, technical support services, subcontracts, training, equipment and supplies) directly by the Organization or, when appropriate, through contractors and in liaison with other support units;
- Ensure to the online Afghanistan Programme MIS that will keep track of all the FAO projects in the country with project summary and data;
- Update the status of Logical Framework Matrix (LFM), work-plan and budget in FPMIS for pipeline and ongoing projects;
- Ensures the completeness and quality of data and documentation in the FAO corporate systems (e.g. GRMS, FPMIS), for all assigned operational field projects and activities;
- Assist in the preparation of project work plans, monitors progress and identifies corrective measures to overcome operational constraints;
- Assist in the review the Semi-annual, Annual Progress and Terminal Reports of assigned projects;
- Monitor progress of the projects, facilitate/support operational and financial closure and, where necessary, identify corrective measures to overcome operational constraints;
- Assist in the project budget management and prepare revisions as required;
- Contribute to ensure project Field Budget Authorization (FBA) and prepare revisions as required;
- Contribute to ensure timely preparation and submission of the Quarterly and Semi-Annual Project Implementation Reports, terminal report and any other reports required by the Organization;
- Reviews and monitors the project budget, review requests and revisions as required, maintains and monitors budget expenditures and resources, reviews project transaction listings with a view to identify errors in accounting against budget lines;
- Provide guidance and train general service staff, provide clarification and explain a wide variety of rules and administrative provisions to staff at all levels within the service;
- Monitor and review commitments/expenditures incurred under the projects and ensure conformity with the financial regulations and administrative procedures of the organization and prepare appropriate revisions and amendments,
- Contribute and maintain up-to-date basic records required for project implementation, and reference records on directives and procedures of a technical or administrative nature relating to field operations work;
- Reconcile operational records with other corporate records of the organization;

Other Activities:

- Perform any other related duties as requested by National Senior Operations Officer and / or FAO Representative.

Expected Outputs:

- Ensure timely support to the project in order to keep them on track;
- Contribute to project reports (progress report, terminal report, end of assignment report and etc.) reviewed and operationally cleared
- As per operational procedure and guidelines, a number of Concept Note, Project Document and Budget reviewed and operationally cleared
- Timely project openings and closure actions
- On regular basis updated FPMIS for all projects
- Finalized a number of budget revisions and FBAs
- Contribute to the capacity development of project staff

- Developed Analytical Reports as required

MINIMUM REQUIREMENTS (TECHNICAL SKILLS AND QUALIFICATION)

Education:

- University degree (preferably Master degree) in business or public administration, social science, economics, law, political science or closely related fields;

Work Experience:

- At least 5 (five) years of professional experience in office management, administration, accounting and/or audit, budget, planning, implementation, and administration of agricultural development programmes, including the preparation, monitoring or evaluation of development projects.
- Working experience with ministries, national institutions, and the rural sector in Afghanistan;
- Previous work experience with the UN is an advantage.

Other Technical/Functional Skills:

- General knowledge of the local socio-economic conditions and institutions and minimum knowledge of development-related policies and procedures of the country of assignment;
- Ability to identify and resolve problems expeditiously and pragmatically;
- Should possess tact, good initiative and sound judgment, and have the ability to establish and maintain good working relations with people of different national and cultural backgrounds;
- Ability to use a logical and structured approach to collate, archive and synthesis information;
- Experience and knowledge of the FAO rules and regulations and good skills of multi-stakeholders coordination, operations and management;
- Understanding of FAO's mandate.

Other Desirable Skills:

- Experience of working with government, donors and other partners;
- Additional relevant professional experience in Afghanistan, particularly in project cycle management, public administration or project operations;
- Excellent data reading and data reporting skills;

Interpersonal Communications and Teamwork Skills:

- Group communication
- Collaborative working
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement
- Respect to diversity

IT Skills:

- Strong professional command of Microsoft Office, particular in Word, Excel and PowerPoint;

Language Skills:

- Working knowledge (level C) of the FAO official language used for communication within the country.
- Fluent in Dari and Pashto

COMPETENCIES:

- **Core competencies:** FAO core competencies include: Understanding FAO's mandate & its global context; planning, organizing, and delivering quality results; communicating to build understanding & support; working together in teams and partnerships; engaging in continuous learning.
- **Operational Effectiveness:** Working independently, structuring tasks, establishing priorities and adhering to deadlines. Show a high degree of accuracy and attention to detail. Contribute ideas and suggestions for process improvement.
- **Client Orientation:** Focus on results for the client. Attend to inquiries from internal and external clients in an effective, timely and courteous manner. Treat clients with courtesy and respect even when working under pressure. Express a high level of professionalism.
- **Interpersonal Communications and Teamwork:** Work effectively and efficiently with staff at all levels, listen to others and openly share own ideas. Express sensitivity, cultural empathy and respect for diversity.

Productively handle differing views and opinions and strive for achievement of shared goals. Respond positively to feedback.

- **Knowledge Exchange and Learning:** Share own knowledge and promote a learning culture within the work environment. Actively work towards professional development, including personal learning. Apply newly acquired skills and support flexibility within the work environment.

SUBMISSION GUIDELINE:

Interested Afghan nationals should complete the FAO Personal History Form (PHF) and submit it along with their application letter and CV to the email address below, clearly mentioning the vacancy number and post title (**National Operations Support Officer - FAO/KBL/CO/SC/12-2021**) in the subject line of the email; otherwise, your email will not be considered for further process.

FAOAF-vacancies@fao.org

The FAO PH Form can be downloaded using the following internet link:

<http://www.acbar.org/applicationform>

NOTE: Applicants who failed to attach the FAO Personal History Form (PHF) to their Application will not be considered for further process.

The above-mentioned required documents can also be submitted in writing (marked "Confidential" and indicating on the sealed envelope the Vacancy Announcement number and position title) to the Assistant FAO Representative (Administration), FAO Representation, Ministry of Agriculture, Irrigation and Livestock, Jamal Mina, Opposite Kabul University, Kabul, Afghanistan.

The last date for receiving applications is **20 July 2021**. Please note that applications received after the closing date will not be considered. Only shortlisted candidates will be contacted for test/interview.

GENERAL INFORMATION:

- FAO is committed to achieving workforce gender diversity;
- People with disabilities are encouraged to apply;
- All applications will be treated with the strictest confidentiality;
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO NSHR (Non-Staff Human Resource) roster for two years. The roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station in the country;
- FAO reserves the right not to make an appointment, at a lower grade, or to make an appointment with a modified job description;
- Please note that all candidates should adhere to FAO values of commitment to FAO, respect for all, and integrity and transparency.
- The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

ADDITIONAL NOTES:

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing);
- Only shortlisted candidates will be contacted for the interview/test;
- **Application received after the closing date will not be given consideration;**
- Please make sure to sign the first page of your PHF while applying for the vacant post;
- **Do not forget to write the post title and VA number on the subject of your email, or your application/email will be ignored;**
- Candidates may be requested to provide performance assessments;
- Email will only be sent to the interviewed candidates.

Qualified female candidates are highly encouraged to apply!