



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No.:

Issued on:  
Deadline For Application:

Position Title:	Operations Officer(RLC-APO-01)	Grade Level:	P-2
		Duty Station:	Santiago, Chile
Organizational Unit:	RLC	Duration *:	
		Post Number:	
		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 Regional Office for Latin America and the Caribbean (RLC) is responsible for leading FAO's response to regional priorities for food security, agriculture and rural development through the identification, planning, and implementation of FAO's priority activities in the region. It ensures a multidisciplinary approach to programmes, identifies priority areas of action for the Organization in the Region and, in collaboration with departments and divisions at headquarters, develops, promotes and oversees FAO's strategic response to regional priorities. RLC also advises on the incorporation of regional priorities into the Organization's Programme of Work and Budget and implements approved programmes and projects in the region, monitors the level of programme implementation and draws attention to problems and deficiencies. RLC develops and maintains relations with region-wide institutions, including regional political and economic integration organizations. The Regional Office supports regional policy dialogue on food security, agriculture and rural development issues, facilitates the emergence of regional partnerships, and supports capacity development and resource mobilization for food security, agriculture and rural development in the region.

### Reporting Lines

The Operations Officer reports to the RLC Senior Field Programme Officer

### Technical Focus

Provide and coordinate the operational support function to the field programme, including resilience and development projects.

### Key Results

The provision of operations support services for assigned projects and support to country offices on operational matters.

### Key Functions

- Acts as a focal point for all matters related to the daily operation of the field project(s) assigned; and takes action, in consultation with the supervisors, on problems which arise during the execution period;
- Contributes to the preparation and/or assessment of new programme and project proposals, and reviews them for the purpose of operational clearance, with a view to assessing their operational feasibility;
- Plans and prepares project task force consultations and ensures proper secretarial support for such meetings;
- Ensures timely provision of inputs for personnel, technical support services, sub-contracts, training, equipment/supplies and other needs related to project operations;
- Participates in the preparation of project work plans, monitors progress and, where necessary, identifies corrective measures to overcome operational constraints;
- Monitors project budget and prepares revisions as required; coordinates the timely preparation and submission of project progress and terminal reports required (as specified in the project agreement) as well as preparing analytical reports on the portfolio as a whole;
- Coordinates actions concerning the timely completion/closure of field projects, including identification of project follow-up requirements;
- Ensures the quality of data/documentation in the Field Programme Management Information System (FPMIS) for all pipeline and operational field projects.

### Specific Functions

- Monitors implementation of large-scale country projects and participates in project virtual task force, liaises with RLC relevant units for actions that may be required;
- Undertakes country missions to provide support in operational matters to countries handling large-scale projects or experiencing implementation problems.

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## 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;
- Three years of relevant experience in project or programme management/operations or design and evaluation;
- Working knowledge of English or Spanish and limited knowledge the other

### Competencies

- Results Focus
- Team work
- 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 management;
- Extent and relevance of experience in public administration;
- Demonstrated understanding of the purpose and functions of technical programmes, operational guidelines and programme/project management procedures, preferably those adopted by the United Nations of FAO would be considered an asset.

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

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## 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 recognised 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 2 years
- Candidates may be requested to provide performance assessments

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## 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](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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## HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/iRecruitment-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](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**