

	Food Culture Organization United Nations					
	Vacancy Announcement 01/21/2011					
Issued on: 22nd August 2011						
Deadline For Applicati on: 01st Sept 2011						
Position Title:		Operations Manager	Grade Level:			
		(DFID-SEED Project)	Duty Station:	Somaliland, Hargeisa, Somalia with frequent in-country travel		
Organizational Unit:		Somalia Country Office (FAO-Somalia)	Duration:	6 months with possible extension for project duration		
Eligible Candidates		All Nationalities	Anticipated start date:	As Soon as Possible		

Under the overall guidance of the FAO Officer in Charge for Somalia, the direction of the Project Manager, the **Operations Manager** will:

- Coordinate all SEED programme activities and define the project work plan, in consultation with the involved partners and technical experts.
- Develop and implement mechanisms that focus on harmonizing project approaches and activities in line with other Agencies' and donors interventions in Somalia.
- Contribute to promote and support coordination of assessment, monitoring and evaluation methods, training and strategy with all relevant partners involved in the program and the sectors as well as the sub-sectors.
- Ensure appropriate supervision to the teams working for the project, including, communication and field operations aspects through the existing Somalia programme administrative staff;
- Ensure effective liaison with the authorities, key partners, institutions and stakeholders on a regular basis.
- Directly and continuously follow up performances, adherence to the work plan, activities and results (administrative processes, field delivery by partner NGOs, project internal and external links within FAO/SOM) of the implementation and operations of the livestock projects in south-central Somalia, Somaliland and Puntland directly implemented by FAO Somalia or through partners and suggest timely corrective measures.

- Support the Programme Manager/Coordinator in keeping active dialogue with NGOs, UN agencies and other partners at both field and Nairobi level, with the aim of improving project performance and delivery,
- Ensure relationships with partner organizations, prepare partnership agreements as necessary, monitor and supervise activities implemented by NGOs within the framework the project.
- Supervise project implementation and ensure good project performance and decide on any required modifications (extension of activities, budget amendments, etc.)
- Represent the project in public and at coordination meetings in the Field.
- Ensure adherence to field security procedures of all staff and consultants involved in the implementation of the project.
- Ensure timely dissemination of information regarding projects activities, results and related performances to the partners UN agencies, local and International NGOs, and all partners involved in the livestock sector development and support in South-Central Somalia, Somaliland and Puntland.
- Prepare project reports and briefs, approve and certify partners' reports on the use of project resources, with due attention to donor's rules and agreed reporting form and schedule.
- Carry out other related duties as required or requested by the Chief, TCEs and/or the Officer in Charge FAO Somalia.

Minimum requirements

Candidates should meet the following:

- A degree in veterinary science, with a minimum of ten years post-graduate experience.
- Demonstrated capability to manage and coordinate emergency treatment campaigns.
- Good knowledge of veterinary structure and function within Somalia would be advantageous.
- Good knowledge on livestock trade and animal health in the Somali Eco-system
- Significant project management experience and preferably in crisis country like Somalia
- An excellent knowledge of spoken and written English is essential together with presentation skills.

TO APPLY:

Send your application to:

Candidates are requested to submit a covering letter quoting the Position Title and Vacancy Announcement No. **FAO/021/2011** along with their current/detailed Curriculum Vitae and FAO Personal History (PH) form (available at <http://www.fao.org/VA/adm11e.dot> - see following page for guidelines on how to fill it out). E-mail is the preferred means of receipt and the application should be sent to HR-Somalia@fao.org. The subject line of the e-mail message should read **CONFIDENTIAL – FAO/021/2011**. If making a hard copy submission, the envelope should be clearly marked **CONFIDENTIAL – FAO/021/2011** and sent to the following address:

FAO-Somalia
UN-Somalia Ngecha Road Complex
Corner Lower Kabete Road/Ngecha Road
P.O. Box 30470-00100
Nairobi, Kenya.

Applications may also be faxed, again clearly indicating **CONFIDENTIAL - FAO/021/2011** in the subject line, to +254-20-4000333.

Applications must be received by the deadline. Late applications will not be considered.

Only short listed candidates meeting all essential qualifications will be contacted.