



**Food and Agriculture Organization of the United Nations-NPP
Vacancy Announcement No: National Programme/Operations
Assistant**

Issued on: 16 March 2020

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Professional Vacancy Announcement No: National Programme/Operations Assistant

Deadline For Application:	29 March 2020
Position Title	National Programme/Operations Assistant
Duty Station:	Beijing, China
Duration:	From 1 April to 31 July 2020 with possible extension
Type of Contract:	Service Contract for National Project Personnel
Organizational Unit:	FAO Representation Office in China

Job Role, Duties and Responsibilities

Under the overall supervision of the FAO Representative and the Project Budget Holder, and the direct supervision of the Team Leader of ECTAD China, in support of the National Programme/Operations Officer, while in close cooperation with the relevant field technical and operations team members in the ECTAD Regional Office for Asia and the Pacific, the incumbent will provide supports to programming and operational activities of ECTAD China. Specifically, the incumbent will undertake the following tasks/responsibilities:

- Assist the Team Leader of ECTAD China in overall project operations including preparations of detailed project annual plans and budget monitoring, etc.;
- Provide support in project budget delivery, expense monitoring and ECTAD petty cash account;
- Regularly review and collect the project data and information in corporate systems, including FPMIS, iMIS, to make sure information is updated and accurate; Regularly review Budget Holder reports, including Project Status Reports, Financial Statement and Transaction Listing and take corrective measures if needed;
- Assist in HR related matters of project staffs and consultants and prepare related documents;
- Provide support in the establishment of office service contracts and Long-Term-Agreement with service suppliers in compliance with MS 502;
- Procure material, equipment and services for projects' technical activities, communication with suppliers, monitor service quality and maintain vendor performance database; and ensure the management of project assets are in line with FAO's policies and regulations;
- Assist in the establishment of Letter of Agreement with service providers and ensure quality standard in compliance with MS 507; closely monitor implementation of the activities specified in the LoAs;
- Provide logistics support for mission/travel, including travel authorization, ticket or hotel reservations, updating travel plan;
- Provide support in the organization of meetings, workshops, seminars and outreach activities;
- Assist in the coordination with local donor representations, other UN agencies and non-governmental organizations (NGOs), attend and follow up on meetings;
- Participate in resource mobilization efforts and prepare project briefs when required;

- Assist in the preparation of project updates, monthly bulletin, progress reports, final reports (six-month progress report, USAID annual report, FAOR annual report etc.) and performance assessment using log frames;
- Provide support to the FAO Representative and Budget Holder in the matter of overall projects operations;
- Perform other related duties as required.

MINIMUM REQUIREMENTS

- University degree in a field related to business administration, public administration, accounting, financial management or related disciplines;
- A minimum of three years' work experience in project management, financial management, preferably in an international setting;
- Excellent command of written and spoken English and Chinese.

SELECTION CRITERIA

- Relevance and level of academic qualifications;
- Familiar with project management, with a focus on agricultural and animal health issues;
- Ability to write concise and effective documents and reports in both Chinese and English languages;
- Ability to work independently, cooperate with staff at all levels, and contribute to the team work;
- Demonstrate the willingness to continuous learning and improvement;
- Computer skill, especially the use of MS Excel, Word, PowerPoint, Outlook and any other data analysis Apps; good knowledge in the application of corporate financial systems;
- Familiar with UN rules and procedures, working experience in the UN system would be an asset.

Please note that all candidates should be capable of working with people of different national and cultural backgrounds. Applications from qualified women candidates are encouraged.

The post is open to Chinese Nationals only and only short-listed candidates will be contacted for interview.

<p>Send your application with your CV, Personal History Form (link: http://www.chinadevelopmentbrief.org.cn/hire-41994.html) and a motivation letter to:</p>	<p>Food and Agriculture Organization of the United Nations, ECTAD China No. 2-151C Tayuan Diplomatic Office Building, No. 14 Liang Ma He Nan Lu, Chaoyang District, Beijing, China.100600 E-mail: Feng.Lu@fao.org Please quote our no: VA- National Programme/Operations Assistant</p>
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