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Job Description

2201382

## Operations Assistant (Fisheries)

Posting Date : 23/May/2022

Closure Date : 07/Jun/2022, 3:29:00 AM

Organizational Unit: FASRL

Job Type : Non-staff opportunities

Type of Requisition: PSA (Personal Services Agreement)

Grade Level: N/A

Primary Location : Sri Lanka-Colombo

Duration: 06 months (When Actually Employed basis) with possible extension

Post Number: N/A

*FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.*

- [FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture](#)
- [Qualified female applicants, qualified nationals of non-and under-represented Members and person with disabilities are encouraged to apply](#)
- [Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values](#)
- [FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination](#)
- [All selected candidates will undergo rigorous reference and background checks](#)
- [All applications will be treated with the strictest confidentiality](#)
- [FAO staff are subject to the authority of the Director-General, who may assign them to any of the activities or offices of the Organization.](#)

### Organizational Setting

The project "Responsible Use of Fisheries and Aquaculture Resources for Sustainable Development" is funded by NORAD under the framework of the government of Norway and implemented by FAO in collaboration with the Ministry of Fisheries in Sri Lanka. Three of the six components (components 1, 2, and 3) of this project will be implemented in Sri Lanka.

Globally, fisheries and aquaculture make substantial contributions to the food security and livelihoods of millions of people. However, there is increasing evidence that climate change will have implications for fisheries and aquaculture production and trade and could consequently impact food security and the livelihoods of millions of people worldwide, thus posing a threat to the achievements of the SDGs. Against this background, component 2 of the project aims to support Sri Lanka to adapt to climate change effectively while ensuring the socio-economic development of the fishery and aquaculture sector. The ultimate goal of this component is to support Sri Lanka in the development and implementation of its National Determined Contributions (NDCs) and National Adaptation Plans (NAPs) under the Paris Agreement.

In addition to climate change, the fisheries and aquaculture sector faces the occurrence of food loss and waste (FLW), which undermines the sustainability of food systems and ultimately their contribution to food and nutrition security. Under component 5, this project will enhance the sustainable utilization of fisheries and aquaculture products and their contribution to livelihoods and food security through the application of multi-dimensional solutions to reduce FLW in fish value chains.

FAO is recruiting an Operation Assistant, to support the implementation and delivery of components 2 and 5 of this project. The post is based in the FAO Representation in Colombo, Sri Lanka.

### Reporting Lines

She/he will be working under the overall guidance of the FAO Representative for Sri Lanka and the Maldives and the direct supervision of the AFAOR (Programme) with technical supervision of the National Project Consultants.

### Technical Focus

- Implementation of projects in accordance with Project document and implementation plan.
- Effective support to the National Project consultants on project implementation.
- Visibility initiatives related to the field program.
- Regular meeting with National Project Consultants to discuss the progress of the project implementation plan.

### Tasks and responsibilities

- Act as a focal point for all administrative and operational matters ensuring the day-to-day implementation of the project;
- Act as a financial focal point ensuring the application of the dedicated resources to the results-based delivery of the expected outputs of the project;
- Support the organization of project meetings, training workshops, and similar events.
- Contribute to the timely mobilization of inputs related to project operations such as personnel, technical support services, subcontracts, training, equipment/supplies, and other needs, in line with the FAO procedures and manual sections.
- Participate in the preparation of project work plan, procurement plan, implementation plan, and communications plan, and review it from time to time the progress, and draws attention to the need for corrective measures if required.
- Assist preparation of the Letters of Agreement (LOA) and commercial contracts, monitor the progress of the activities given. Attend any amendment required in time if necessary
- Initiate procurement actions in time as per the work plan
- Facilitate local and international travel as required
- Monitor the financial progress of the project and attend budget revision if necessary
- Contribute to the preparation of project reports.
- Arrange necessary clearance on the project activities as required
- Undertake any related tasks as requested AFAOR (Programme)

### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

#### Minimum Requirements

- Bachelor's degree(s) in Accountancy and financial management, Business Administration, Social Science, Natural Resources Management, or other relevant disciplines
- Three years of experience in project coordination, preferably in International Organisations.
- A Master's degree and or relevant professional qualifications will be considered an asset.
- Good working knowledge of English.
- Must be a national of Sri Lanka or a non-national holding a regular work permit.

#### FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

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

### ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help or have queries, please contact: [Careers@fao.org](mailto:Careers@fao.org)
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required. Vaccination status will be verified as part of the medical clearance process.

### HOW TO APPLY

- To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications, and language skills
- Candidates are requested to attach a letter of motivation to the online profile
- Once your profile is completed, please apply, and submit your application
- Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications
- Incomplete applications will not be considered
- Personal information provided on your application may be shared within FAO and with other companies acting on FAO's behalf to provide employment support services such as pre-screening of applications, assessment tests, background checks and other related services. You will be asked to provide your consent before submitting your application. You may withdraw consent at any time, by withdrawing your application, in such case FAO will no longer be able to consider your application
- Only applications received through the FAO recruitment portal will be considered
- Your application will be screened based on the information provided in your online profile
- We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [Careers@fao.org](mailto:Careers@fao.org)

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