

1801246

## Administrative and Operational Assistant

Posting Date: 07/Nov/2018  
Closure Date: 22/Nov/2018  
Organizational Unit: SLC  
Job Type: Non-staff opportunities  
Type of Requisition: NPP (National Project Personnel)  
Grade Level: N/A  
Primary Location: Barbados-Bridgetown  
Duration: 12 months (with possibility of extension)  
Post Number: N/A

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

**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.**

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### Organizational Setting

The incumbent will support the work of the Western Central Atlantic Fishery Commission (WECAFC). WECAFC is based in FAO's sub-regional office for the Caribbean and is tasked with building cooperation in the region to improve fisheries management. It also supports Members in and individual or collective approach to improve national policies and practices related to sustainable fishing.

### Reporting Lines

Under the supervision of the WECAFC Regional project coordinators and in close coordination and guidance of the SLC Fisheries and Aquaculture Officer, International Administrative Officer and Field Monitoring Support Officer, the incumbent will provide administrative and operational support to the implementation, monitoring and evaluation of WECAFC fisheries projects

### Tasks and responsibilities

- Ensure smooth and timely implementation of projects activities in support of the results-based workplans, through operational and administrative procedures according to FAO rules and standards;
- Coordinate the projects operational arrangements through contractual agreements with key project partners;
- Oversee/Liaise with the SLC Procurement Unit in arranging for the signing and executing of Letters of Agreement (LoA) and Government Cooperation Programme (GCP) agreements with relevant project partners;
- Maintain linkages with SLC Administration Unit, including the donor liaison, Finance, Human Resources and other units as required;
- Day-to-day management of the projects budgets, including the monitoring of cash availability, and budget preparation and revisions for review by the Project Coordinators;
- Ensure the accurate recording of all data relevant for operational, financial and results-based monitoring, including keeping FPMIS information up-to date;
- In collaboration with the SLC Field Monitoring Support Officer, ensure that relevant reports on expenditures, forecasts, progress against workplans, project closure, are prepared and submitted in accordance with FAO and GEF defined procedures and reporting formats, schedules and communications channels, as required;
- Execute accurate and timely actions/requests on all operational requirements for personnel-related matters, equipment and material procurement, and field disbursements;
- Participate in project collaborative meetings with project partners as needed including regional workshops and the Project Steering Committees meetings, and prepare resultant reports;
- Be responsible for results achieved within her/his area of work and ensure issues affecting projects deliveries and successes are brought to the attention of higher level authorities through the BH in a timely manner,
- In consultation with the FAO Evaluation Office, the LTO, and the FAO-GEF Coordination Unit, support the organization of the mid-term and final evaluations, and provide inputs regarding projects budgetary matters;

- 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 as/if required;
- Liaise with the SLC Administration Unit as necessary to monitor and follow up requests made in the framework of the Organization's computerized financial system, financial documents for recruitments, purchases, expenditures authorizations and travel expenses;
- Review incoming mail and identify actions required;
- Establish and maintain up-to-date basic records required for projects implementations, and reference records on directives and procedures of a technical or administrative nature relating to field operations work;
- Liaise with the SLC Field Monitoring Support Officer as necessary for the reconciliation of operational records with other corporate records of the organization; and

Perform any other related duties as required.

## **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

### **Minimum Requirements**

- Bachelor Degree in Project Management, Business Administration, or related field
- Five years of progressively responsible experience in planning, project implementation and management/administration of development programmes including the preparation, monitoring and evaluation of development projects, budgets and operations procedures, at the national and/or regional levels.
- Excellent command of English (knowledge of Spanish is desirable).
- National of Barbados

### **FAO Core Competencies**

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

### **Technical/Functional Skills**

- Demonstrated ability to work with minimum instructions, initiative, organizational sense and ability to meet deadlines. Ability to work under pressure, in a team environment, and maintain effective working relationships with different national and cultural backgrounds.
- Excellent knowledge of Microsoft Office.
- Ability to work with the Organization's computerized financial/personnel systems, word-processing equipment and data processing software.
- Ability to format, perform editorial checks and process documents.

## **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 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 additional employment opportunities visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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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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Candidates are requested to attach a letter of motivation to the online profile.  
Vacancies will be removed from the recruitment portal 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: [Careers@fao.org](mailto:Careers@fao.org)

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