



#### Job Description

2403307

## Operations Assistant (CIRCULAR)

Posting Date 24/Oct/2024

Closure Date 08/Nov/2024, 4:29:00 AM

Organizational Unit: FASRL - FAO Representation in Sri Lanka

Job Type Non-staff opportunities

Type of Requisition: NPP (National Project Personnel)

Grade Level: N/A

Primary Location Sri Lanka-Colombo

Duration: 12 months with possibility of extension

Post Number: N/A

IMPORTANT NOTICE: Please note that Closure Date and Time displayed above are based on date and time settings of your personal device

- [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](#)

#### Organizational Setting

The Food and Agriculture Organization of the United Nations (FAO) is currently implementing a 3-year project under the Multi-Donor Action "Circular Economy in the Food Sector" (CIRCULAR) which is jointly implemented with Expertise France (EF) and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and funded by the European Union (EU). The FAO project under CIRCULAR seeks to address critical issues such as food loss and waste reduction, circularity applied to agri-food systems, and the transition away from single-use plastics from producers up to wholesalers. By leveraging multi-stakeholder partnerships and socio-technological interventions the project seeks to not only mitigate agri-food system climate impacts but also contribute to economic and social well-being.

#### Reporting Lines

Under the direct supervision of the Assistant FAO Representative (Programme), the technical supervision of the FAO Lead Technical Officer (LTO) in the FAO Regional Office for Asia and the Pacific, and close collaboration with the International Project Management Specialist, National FLW Specialist and Circular Economy Project Coordinator the incumbent will contribute to timely implementation of the project performing specific tasks.

#### Technical Focus

The Operations Assistant should have a foundation in project management systems, financial management tools, and digital communication platforms. This includes proficiency in software for tracking project activities and deadlines, competence in financial record-keeping and budget management tools specific to FAO and EU-funded projects.

#### Tasks and responsibilities

##### Operational Support

- Provide organizational, operational, and logistical support to the CIRCULAR team
- Assist in operationalizing project activities
- Support the Project Management Unit (PMU) with the identification and the recruitment of consultants and assist the PMU in managing of consultants upon recruitment.
- Organize project events, including workshops, meetings, and related programs
- Assist in implementing project activities in consultation with the project team, government counterparts, and other stakeholders
- Support budget preparation and financial control
- Manage travel and logistics operations
- Provide operational backstopping in the field
- Maintain project files and documentation
- Maintain expenditure records, process invoices and expense reports
- Assist in preparing procurement documents
- Manage office supplies and equipment for the project team

## Communication and Reporting

- Assist the International Project Management Specialist and Project Coordinator with the preparation of Project narrative reports, financial report, preparation of meeting minutes and presentations
- Coordinate with suppliers, media, and project partners to ensure the objectives of the communications strategy are achieved.
- Follow up on the production of communication materials with Service Providers.
- Support in content creation to promote the visibility and impact of the project

## Event Management

- Assist the project team to organize capacity-building workshops, training sessions, and awareness-raising events.
- Handle logistical arrangements for workshops, meetings, and other project-related events
- Coordinate with vendors and service providers for event supplies and equipment
- Manage participant registrations and communications
- Undertake any related tasks as requested by AFAOR (Programme)

### FAO Standards and guidelines:

- Liaison with OCC will be maintained, either directly or through an agreed focal point/coordinator, to ensure compliance with OCC standards, aligned messaging, and appropriate review and clearance processes.
- All communication materials will follow FAO clearance processes and comply with FAO standards, including:  
FAO Strategic Framework 2022-31: <https://www.fao.org/strategic-framework/en>  
FAO social media policy and guidelines: <https://www.fao.org/2/socialmedia>  
Social Media Branding Guidelines: <https://openknowledge.fao.org/handle/20.500.14283/cb5044en>  
FAOSTYLE <https://openknowledge.fao.org/handle/20.500.14283/cb8081en>  
FAO terminology <http://www.fao.org/faoterm>  
FAO Names of Countries <https://www.fao.org/nocs/en>  
Story guidelines, Story template, UN map standards, FAO logo policy and related branding guidelines (available to staff).
- Further guidance regarding FAO communications, policies and procedures can be found through the FAO intranet, OCC section.

### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

#### Minimum Requirements

- University degree in international relations, business administration, project management, logistics or any other relevant field.
- Minimum of 3 years of relevant professional experience in logistical and administrative roles, preferably in project management or international development settings.
- Working knowledge of English and working knowledge of Sinhala
- National of Sri Lanka.

#### FAO Core Competencies

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

#### Technical/Functional Skills

- Demonstrated expertise in coordinating logistical operations, including procurement, travel arrangements, event management, and budget monitoring.
- Strong organizational skills and attention to detail.
- Experience in financial management, budget tracking, and preparation of financial reports
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders and build collaborative relationships.
- Proficiency in computer applications, including Microsoft Office suite and project management tools, with the ability to quickly learn and adapt to new software platforms.
- Strong analytical and problem-solving skills, with the ability to identify issues, propose solutions, and implement corrective actions promptly.
- Knowledge of FAO policies, procedures, and project management tools is desirable.
- Ability to work independently with minimal supervision and as part of a team, with a proactive and results-oriented approach to work.

#### Selection Criteria

- Experience in working with government, regional and international development agencies.
- Extent and relevance of experience in related sectors.
- Experience in coordinating and liaising with industry, academia, national authorities, UN agencies, donors, intergovernmental organizations, and non-governmental organizations.
- Familiarity with the UN System and /or development sector will be considered an asset.

#### ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing)
- Applications received after the closing date will not be accepted
- 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/>
- For additional employment opportunities 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.

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

## 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
- 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 create a one-time registration with FAO's client support team for further assistance: <https://fao.servicenow.com/csp>

**FAO IS A NON-SMOKING ENVIRONMENT**