


Food and Agriculture Organization of the United Nations
CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT N°: 2600929
Posting date: 24/Apr/2026

Closure Date: 15/May/2026, 8:59:00 PM

Job Title: National Operations Specialist

Type of Contract: NPP - National Project Personnel

Organizational Unit: FRCVI

Primary Location: Praia, Cabo Verde

Job Type: Non-staff opportunities

Duration: 6 months with possibility of extension

Grade Level: N/A

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

FAO's commitment to environmental sustainability is integral to our strategic objectives and operations.

Organizational Setting

The FAO has been in existence since its founding in 1945, making it one of the oldest specialized agencies of the United Nations. FAO Indonesia serves as a vital force in the nation's agricultural development, committed to sustainability and food security. From more than 45 years operations, The FAO in Cabo verde focuses on enhancing agricultural productivity and food security through sustainable farming practices and improved access to resources. The institution collaborates with government agencies and local communities to promote resilience to natural disasters and climate change in the agriculture sector. Additionally, the FAO supports policies and capacity-building initiatives aimed at achieving long-term sustainable development and poverty reduction in Cabo Verde.

Reporting Lines

The National Operations Specialist will work under the overall supervision of the FAO Representative in Cabo Verde and the direct supervision of the Assistant FAO Representative (Programme).

Technical Focus

The consultant supports the work of the AFAOR (Programme) in the management and implementation of the following activities:

- Preparation and regular updating of procurement plans for goods, services and human resources.
- Support timely implementation and monitoring of Letters of Agreement (LoAs).
- Preparation and monitoring of monthly financial implementation reports.
- Maintenance and regular updating of project data and documentation in FPMIS.

Tasks and responsibilities

The National Operations Specialist will cover the projects and activities of the country office, with a particular focus on GEF projects. Their tasks and responsibilities include:

- Support the operational management and monitoring of projects implemented by the FAO Representation.
- Act as focal point for day to day operational matters related to assigned field projects, in coordination with programme, technical and administrative units.
- Assist in the planning of project activities, in collaboration with relevant support services, including the use of tools to monitor outputs and indicators.
- Ensure the timely delivery of project inputs, including personnel, technical services, subcontracts, training activities, equipment and supplies, in line with approved work plans.
- Perform operational tasks related to procurement processes, including preparation of procurement documentation, issuance of tenders and purchase orders, evaluation of bids, follow up with suppliers, participation in bid opening panels, and preparation of simple contract amendments or renewals, under the guidance of the supervisor and in accordance with FAO procurement rules.
- Monitor the status of procurement actions and contracts, ensuring timely follow up and compliance with established procedures.
- Review and monitor project budgets and forecasts, including monthly, quarterly, semi annual and annual budgets, ensuring alignment with approved work plans.
- Participate in the preparation and monitoring of project work plans, and propose corrective measures to address operational bottlenecks or delays.
- Support the monitoring and management of project disbursements, accounting records, and financial documentation, in compliance with FAO financial rules.
- Support to FAO's monitoring and oversight of Operational Partners under GEF funded projects, ensuring compliance with the Operational Partner Agreement, project documents, approved work plans, Risk Mitigation and Assurance Plans, co financing arrangements, and FAO and GEF rules and procedures
- Facilitate and support field missions, including operational, administrative, and logistical arrangements, and follow up on mission findings and recommendations, as required.
- Ensure compliance with administrative, operational, and legal procedures related to procurement, recruitment, and contract administration.
- Ensure the quality, accuracy, and completeness of project data and documentation in FPMIS for pipeline and ongoing projects.
- Provide support to administrative and logistical arrangements for meetings, workshops, training activities, and missions.
- Perform other related tasks as needed.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING
Minimum Requirements

- Advanced university degree in business or any of the following: public administration, project management, finance or a related field with at least three years of relevant experience in the areas of project management, budget or finance.

OR

- University degree in business or any of the following: public administration, project management, finance or a related field with at least five years of relevant experience in the areas of project management, budget or finance.

- Level C proficiency in the official working language used by FAO for communication with the country (French or English).
- Working knowledge of Portuguese.
- National of Cabo Verde.

FAO Core Competencies

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

Technical/Functional Skills

- A demonstrated understanding of the objectives and functions of technical programmes, operational guidelines, and programme/project management procedures, preferably those adopted by the United Nations or FAO, would be considered an asset.
- Demonstrated experience in programme and project management in the context of Cabo Verde.
- Extent and relevance of experience in budgetary planning, budget management and financial reporting.
- Work experience in more than one location or area of work is desirable.
- Proven skills in coordination and report writing.
- Ability to work under pressure and strong interpersonal skills.

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
- **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/>.** These qualifications should be in alignment with the [International Standard Classification of Education \(ISCED\)](https://www.unesco.org/en/iscd/) mappings.
- 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.service-now.com/csp>

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