



Food and Agriculture Organization of the United Nations
PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC3890

Issued on: **16 February 2017**
Deadline For Application: **9 March 2017**

POSITION TITLE:	PROGRAMME OFFICER	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	Climate, Biodiversity, Land and Water Department (CB)	DUTY STATION:	Rome, Italy
		DURATION*:	Fixed Term: 2 years with possibility of extension
		POST NUMBER:	2006233
		CCOG CODE:	1A02

* The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments

**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.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

Organizational Setting

The Climate, Biodiversity, Land and Water Department (CB) provides strategic direction and oversight over the technical departments of the Organization: Agriculture and Consumer Protection; Fisheries and Aquaculture, Forestry, Climate, Land and Water; with a view to ensuring coordination and the required corporate environment for delivering the Organization's strategic objectives, core functions and organizational results

Reporting Lines

The Programme Officer reports to the Assistant-Director General, ADG

Technical Focus

Implementation and monitoring of FAO strategic Objectives in coordination with Strategic Team leader and assigned Division

Key Results

Develops, implements, evaluates, effective leadership and management of major projects and teams

Key Functions

- Develops, implements and evaluates assigned programmes/projects, etc.; in coordination with Strategic Team Leaders monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions;
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.);
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change;
- Researches, analyzes and presents information gathered from diverse sources;
- Coordinates policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.;
- Generates survey initiatives; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions;
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.;
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.;
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities;

Specific Functions

- Implements and monitors the programme and Work and Budget according to the work plans and service Agreements;
- Ensures that expenditures are kept within the resources allotted;
- Takes into account the potential need for adjustment to allotments that may arise during the course of implementation, in consultation with the Strategic Programme Leaders and heads of Business Units as appropriate;

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration or public administration, social science, political science or a related field
- Seven years of relevant experience in project or programme management, administration or related area
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

- Results Focus
- Team Work
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience in the field of administration, human resources, finance and management
- Extent and relevance of experience in programme/project formulation, analysis, planning and implementation
- Extent of knowledge of planning and budgetary processes and associated tools
- Understanding of FAO policies and programmes is considered a strong asset

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

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment 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: iRecruitment@fao.org

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