



# Food and Agriculture Organization of the United Nations

## Programme Assistant (Food Security and Nutrition)

### PSA

FAO plays an important role in food security and nutrition. The Second International Conference on Nutrition (ICN2), jointly organized by FAO and WHO, attended by over 170 states acknowledged that malnutrition, in all its forms negatively affects people's health and wellbeing and poses high economic and social costs for individuals, communities and nations as a whole. The importance of nutrition in human development has again been emphasized by the Sustainable Development Goals (SDGs), particularly under SDG-2 "End hunger, achieve food security and improved nutrition and promote sustainable agriculture". Nutrition-sensitive agriculture and food-based approaches recognize the central role of food, agriculture and diets in improving nutrition. For people to make nutritious food choices for good health, focusing on diversified food production, equitable distribution, affordable access, safe processing, and nutrition awareness/literacy among the consumers is essential. Through its commitment to the SUN Movement, FAO promotes nutrition-sensitive agriculture and food systems to strengthen food security and nutrition programme implementation in the country.

Under the overall supervision of the FAO Representative (FAOR) and the day-to-day supervision of the Assistant FAOR (Programme), the Programme Assistant provides technical support in the formulation and implementation of FAO projects and programmes on food security and nutrition in Indonesia. Specifically, the programme assistant performs the following duties:

- Assist with day-to-day tasks related to food security and nutrition programme development
- Assist in the liaison with government officials and other development partners
- Collect and prepare data and information in the areas of food security and nutrition
- Assist in the preparation and implementation of meetings, workshops and missions
- Assist in drafting and managing correspondence between FAO and development partners
- Draft ToRs, presentation, reports, and provide administrative and logistical support
- Coordinate with the FAO Operations Team to programme implementation
- Maintain log, file and update records in the prescribed format for subsequent use
- Carry out other specific operational tasks for programme implementation as requested

### Expected Outputs

- Analytical reports/studies based on data and/or information collected in food security and nutrition
- TORs for training workshops or meetings (including estimated budgets)
- Draft documents for funding of food security and/or nutrition projects/programmes

### Required Competencies

Academic Qualifications: Bachelor or Master-level degree in food security, nutrition, or another related field

Technical Competencies and Experience Requirements:

- 5 years of relevant work experience in food security and nutrition, or closely related field
- Systematic, well-structured and efficient approach to work assignments
- Analytical ability, accuracy and consistency
- Ability to effectively use standard office software, in addition to relevant information systems and databases
- Ability to produce high quality reports and presentations, often under time pressure
- Excellent interpersonal and communication skills, particularly with Government officials
- Previous working experience in the UN environment is considered an advantage
- Strong cultural sensitivity to work in multicultural, multi-ethnic environment
- Able to work independently, as well as in a team
- Sound judgment as well as professionalism and maturity
- Ability to organize work efficiently
- Good written and spoken English

**Expected Start Date of Assignment** : **16 October 2017**  
**Duration** : **2.5 months (with possibility of extension)**

### GENERAL NOTE TO ALL APPLICANTS:

Interested candidates should submit a CV and a covering letter clearly stating their relevant skills, experience, vacancy and reference code by e-mail to:

E-mail: [FAO-ID@fao.org](mailto:FAO-ID@fao.org)

Submission DEADLINE: 13<sup>th</sup> October 2017

FAO regrets to inform applicants that only short-listed candidates will be contacted.