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POSITION TITLE:	<b>Programme Officer</b>	GRADE LEVEL:	<b>P2</b>
		DUTY STATION:	<b>Rome</b>
ORGANIZATIONAL UNIT:	<b>Statistics Division, ESS</b>	DURATION *:	<b>Fixed Term: 2 years (with possibility of extension)</b>
	Economic and Social Development Department, ES	POST CODE/N°:	<b>unidentified</b>
		CCOG CODE:	<b>1A11</b>

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**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged. 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.**

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#### DUTIES AND RESPONSIBILITIES

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Under the overall supervision of the Director, Statistics Division, and the direct supervision of the Coordinator of the Global Office for the implementation of the Global Strategy, and as member of one or more task teams, the incumbent will support the implementation of the Action Plan of the Global Strategy. In particular, the incumbent will:

- contribute to the planning, implementation and monitoring of the programme, including budget revisions and the monitoring of project expenditures;
- assist the Fund Administrator to ensure that all operational and financial aspects of the programme are in line with the Programme Governance, and liaise with FAO's internal units to address all the operational issues related to the Programme;
- prepare agreement proposals to the different Participating Partners in collaboration with the Donor Liaison and Resource Mobilization Team (TCSR);
- assist in all managerial aspects related to the programme implementation, including coordination, support, preparation and implementation of contractual arrangements with partners;
- contribute to policy dialogues with relevant stakeholders, with special focus on the resource mobilization aspects;
- prepare the organization of meetings, workshops, training sessions, presentations and other events related to the project implementation;
- assist in the preparation of the consolidated reports to be submitted to the Resource partners;
- perform other related duties as required.

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#### MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in public and/or business administration, international relations, development management or related field
- Three years of relevant experience in the field of project management (a Ph.D. or equivalent degree will count for two years of professional experience)
- Working knowledge of English and limited knowledge of one of the other official languages of the Organization

#### SELECTION CRITERIA

Candidates will be assessed against the following:

- Level of knowledge of Programme/Project Cycles and experience in field programme development
- Relevance of experience in the operational issues of multi trust funds
- Demonstrated ability to coordinate multiple tasks and prioritize work outputs
- Ability to communicate clearly and concisely both orally and in writing
- Limited knowledge of French or Spanish would be an asset
- Ability to work well as part of a multidisciplinary team

*Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different national and cultural backgrounds.*

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

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#### REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: <http://icsc.un.org/>

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For guidelines to applicants, please visit the Application Toolkit at: <http://www.fao.org/employment/current-vacancies/project/en/>

Send your application to:

V.A ESS-901-13-PRJ  
Director, ESS  
FAO Viale delle Terme di Caracalla 00153 Rome ITALY  
Fax No: +39 06 57054206  
E-mail: [VA-901-13-PRJ-ESS@fao.org](mailto:VA-901-13-PRJ-ESS@fao.org)

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

**FAO IS A NON-SMOKING ENVIRONMENT**