

**Internal Call for Expression of Interest from FAO Personnel**  
**FAO Representative Positions**  
**Vacancy Announcement No. IRC5148**  
**Deadline for Applications: 14 January 2018**

The Office of Support to Decentralized Offices (OSD) is inviting FAO personnel to express their interest in FAO Representative (FAOR) positions. Qualified and interested candidates (in case of staff, graded at P-4 and P-5 levels) will be considered in the ongoing process of filling FAOR vacancies, through lateral transfers in case of staff. Candidates are requested to indicate their possible interest in non-family duty stations.

### **Organizational Setting**

The main aim of the FAO country offices, which are headed by an FAOR, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner, in line with FAO's mandate and Strategic Objectives.

### **Main Purpose**

The FAOR manages the FAO Country Office and represents FAO in his/her country(ies) of accreditation, maintaining relations with the host government and other development partners. The FAOR leads FAO's response to national priorities as established in the Country Programming Framework (CPF) in line with FAO's Strategic Framework, and is accountable for the effective delivery of FAO's country programme.

He/she is an accountable member of the local UN Country Team as defined in the "Management and Accountability System of the UN Development and the Resident Coordinator System".

### **Supervision Received/Exercised**

The FAOR reports to the ADG/Regional Representative, with guidance from the Subregional Coordinator (if applicable) and the Regional Programme Leader, and manages the FAO country programme, office and staff.

### **Functions and Key Results Expected**

- FAO country level strategy, planning and programme development:
  - lead the dialogue and liaise with national government authorities on issues of FAO's mandate;
  - lead the analysis of the country situation, providing, when necessary, updates and alerts on key events and trends;
  - advise and collaborate with internal partners to raise awareness of country priorities and needs, and support their inclusion in corporate and regional policies;
  - lead, in line with national priorities and in consultation with national stakeholders and partners, the timely development of the Country Programming Framework (CPF), the Country Work Plan (CWP) and related FAO programmes, projects and/or other activities (such as normative functions);
  - lead country-level mobilization of extra-budgetary resources, making maximum use of the expertise available in the decentralized offices;
  - lead, in line with the CPF process, FAO's contribution to UN common planning and programming frameworks (i.e. UNDAFs, CAPs, Humanitarian Action Plans, Flash Appeals, etc.);
  - assist the country in obtaining the SDGs in the framework of the Strategic Objectives;
  - support the Resident/Humanitarian Coordinator in strategically positioning the UN in the country and in joint UN resource mobilization efforts.
  
- Programme implementation and monitoring:
  - operate as budget holder for national projects entrusted to him/her;
  - oversee the effective implementation of FAO programmes and projects, lead periodic reviews and monitoring of the CPF and FAO components in UN Common Frameworks,

- and ensure timely reporting, including to the Resident/Humanitarian Coordinator and UN Country Team on jointly agreed results;
- mobilize technical backstopping to FAO projects in line with corporate norms, standards and procedures.
- **Knowledge management:**
  - facilitate timely access by national stakeholders to FAO's knowledge resources and global public goods;
  - provide leadership on food security and agriculture policy and operational matters within the Resident and Humanitarian Coordinator System;
  - provide, when requested, technical support services in FAO areas of competence in the country(ies) of assignment, as well as other countries of the subregion.
- **Management of human and financial resources:**
  - lead and manage the Country Office and ensure effective and efficient use of human and financial resources in line with corporate policies and administrative procedures; ensure that internal control mechanisms are in place;
  - manage all matters related to the security and safety of FAO personnel and their eligible dependants and ensure full adherence to the UN Security Policy, rules and regulations as well as to security-related instructions issued by FAO.
- **Contacts/Partnerships:**
  - support the establishment of effective partnerships and collaborations with government, donors, civil society, NGOs, UN, and other international organizations;
  - advocate FAO's policy positions in the relevant national fora, represent FAO in the national media, and implement a proactive communications strategy to raise FAO awareness with the general public;
  - support UN joint communication efforts and speaking with "one voice".

### Minimum Requirements

- Advanced university degree in an area related to the activities of the Organization, e.g. agriculture, forestry, fishery, rural development, agro-economics.
- Seven years (for P-4 staff) and ten years (for P-5 staff) of relevant experience in project or programme management, including extensive managerial experience.
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two, or Russian, Arabic or Chinese.

### Competencies

- **Teamwork:** Works collaboratively in a team, supports others and fosters a positive team environment.
- **Results focus:** Takes accountability for the delivery of agreed results in service of FAO's strategic framework.
- **Leading, engaging and empowering others:** Coordinates, directs, facilitates and recognizes team efforts; creates an enabling environment and assists others to realize and develop their potential.
- **Communication:** Encourages and contributes to clear and open communication.
- **Partnering and Advocating:** Promotes ideas and develops partnerships to advance the Organization's work.
- **Knowledge sharing and continuous improvement:** Continually seeks to improve the knowledge, skills and work processes of oneself and others.
- **Strategic thinking:** Makes informed and coherent decisions aligned with broader goals and strategies.

### 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 recognized in the IAU/UNESCO list.
- Candidates may be requested to provide performance assessments and references.

- A senior level selection team will conduct an interview of selected candidates, check references and provide individual assessments of the candidates.
- Profiles of successful candidates will be submitted to the attention of the Director-General, together with the results of the selection process.
- Evaluation of selected candidates may include a Virtual Assessment Review (VAR) exercise of managerial competencies.
- Once the decision of the Director-General is obtained, OSD will submit the CV of the successful candidate to the government of the country of assignment for clearance.
- Other similar positions at the same level may be filled from this vacancy announcement and the endorsed candidates will be considered for the Employment Roster for a period of two years.

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

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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://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](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](mailto:iRecruitment@fao.org)