



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC5344

Issued on: 11 April 2018

Deadline For Application: 02 May 2018

Position Title:	Programme Officer (Operations)	Grade Level:	P-2
Organizational Unit:	FAO Representation in Gambia, FRGAM	Duty Station:	The Gambia, Banjul
		Duration *:	Fixed Term: one year (with possibility of extension)
		Post Number:	2006819
		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

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger and malnutrition, and provides technical support for the sustainable development of their agricultural, fisheries and forestry sectors. The activities carried out by the FAO Country Offices include the design and implementation of country-tailored field programmes, liaison with local donor representatives, and active public awareness-raising as well as other and outreach activities related to FAO initiatives such as the World Food Day.

Reporting Lines

The Programme Officer reports to the FAO Representative, the Gambia.

Technical Focus

Support the implementation of European Union Funded Project.

Key Results

Develop, implement, monitor and evaluate assigned programme/projects.

Key Functions

- Carries out basic research on selected aspects of programmes, operations and other activities, to include collecting, analysing and presenting statistical data and other information gathered from diverse sources;
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging development issues and trends, participation in impact evaluation or equivalent studies;
- Participates in survey initiatives; issues data collection tools, reviews, analyses and interprets responses, identifies problems/issues and prepares preliminary conclusions;
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications;
- Undertakes outreach activities; participates in the development of training workshops, seminars; participates in and makes presentations on assigned topics/activities;
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.;
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements) and preparation of related documents/reports (pledging, work programme, programme budget.).

Specific Functions

- Ensures smooth and timely implementation of project activities in support of the project work plan, through operational and administrative procedures according to FAO rules and standards;
- Coordinates the project operational arrangements through contractual agreements with project consultants;
- Monitors the project budget, including cash availability, budget preparation and budget revisions to be reviewed by the Project Coordinator;
- Ensures the accurate recording of all data relevant for operational, financial and results-based monitoring;
- Ensures that relevant reports on expenditures, forecasts, progress against project work plans, Project closure, are prepared and submitted in accordance with FAO and European Union defined procedures and reporting formats, schedules and communications channels, as required;

- Executes accurate and timely actions on all operational requirements for personnel-related matters, equipment and material procurement, and field disbursements;
- Participates and represents the project in collaborative meetings with project partners and the Project Task Force meeting, as required;
- Provides inputs and maintains the FPMIS systems up-to-date;
- Performs other duties as required.

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;
- Three 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;
- Teamwork;
- 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;
- Extent of knowledge of FAO and/or UN standard operational rules and procedures and project/programme; management procedures is considered a strong asset;
- Extend of knowledge in FAO Operating Tools (FPMIS, GRMS) will be an asset;
- Knowledge of the Gambian Context will be an 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 recognized in the IAU/UNESCO list
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of two 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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