



Food and Agriculture Organization of the United Nations

## PROFESSIONAL VACANCY ANNOUNCEMENT N°: OPC-67-15-PRJ

Issued on: **23 November 2016**

Deadline For Application: **8 December 2015**

POSITION TITLE:	<b>Capacity Development Officer</b>	GRADE LEVEL:	<b>P-3</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	<b>Office for Partnerships, Advocacy and Capacity Development (OPC)</b>	DURATION *:	<b>Fixed-term: one year</b>
		POST NUMBER:	<b>unidentified</b>
		CCOG CODE:	<b>1R</b>

\* 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 Office for Partnerships, Advocacy and Capacity Development (OPC) is responsible for providing corporate strategic advice and developing the tools and methodologies and long-term vision that will allow FAO to proactively engage in partnerships, advocate its messages and develop capacities in all areas comprised in the organization's five Strategic Objectives.

The Office also serves as one of the FAO focal points for engaging non-state actors and supports capacity development within the framework of the *Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests in the context of National Food Security (The Voluntary Guidelines)*.

The post is located at FAO Headquarters, Rome, Italy, and requires periodic field missions.

### Reporting Lines

The Capacity Development Officer reports to the Senior Capacity Development Officer, Capacity Development Unit (OPCC) and under the overall supervision of the Director OPC and in close coordination with the FAO Regional Office for Near East and North Africa.

### Technical Focus

The Capacity Development Officer will support a broad range of capacity development activities, in particular the adaptation of materials to Arabic and local languages related to the *Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests in the context of National Food Security*.

### Key Results

Research, technical analysis, and project related services to support the capacity development in delivery of programmes, projects, products, and services related to the *Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests in the context of National Food Security*, both at global level and for the Near East and North Africa.

### Key Functions

- Plans and supports the adaptation of capacity development materials into Arabic related to the Voluntary Guidelines on the Responsible Governance of Tenure in coordination with the FAO Regional Office for Near East and North Africa;
- Leads and/or contributes to the planning, organization and implementation of technical meetings and workshops, in coordination with the FAO Regional Office for Near East and North Africa for the adaptation, localization and distribution of the materials in the region;
- Contributes to the identification and preparation of advocacy and information products, including in Arabic, consisting of technical guides and learning materials with particular reference to the Voluntary Guidelines programme;
- Contributes to the planning and implementation of support for country-level actions guided by FAO's Country Programming Frameworks (CPFs) to provide technical and capacity development advice, with particular reference to country-level support under the Voluntary Guidelines programme;
- Undertakes, for select countries, capacity needs assessments to support the analysis, formulation and adaptation of FAO's knowledge and learning products into Arabic and select local languages;
- Analyses and monitors key developments in the Governance of tenure, and provide guidance in areas related to capacity development;
- Prepares clear and concise reports related to activities undertaken and capacity needs assessments;
- Collaborates in FAO's multidisciplinary team in work on the Voluntary Guidelines;
- Performs other duties as required.

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in Agriculture, Social Sciences, or in a field related to the work of the Organization
- Five years of relevant experience in planning and supporting development initiatives at country level including design and delivery of learning programmes and other capacity development initiatives
- Working knowledge of English, French or Spanish and limited knowledge of Arabic

### 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 planning and supporting capacity development activities, with particular emphasis on developing countries and countries in transition
- Extent and relevance of experience in the design, organization, and delivery of learning programmes/capacity development initiatives
- Extent and relevance of experience in organizing and conducting workshops and technical meetings and managing multi-stakeholders platforms
- Quality of both written and oral communication skills in English and working knowledge of a second FAO official language is considered a strong asset

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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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**All candidates should possess computer/word processing skills.**

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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)

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### HOW TO APPLY

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

Send application to:

V.A. no. **OPC-67-15-PRJ**  
Office for Partnerships, Advocacy and Capacity Development (OPC)  
FAO Viale delle Terme di Caracalla 00153 Rome ITALY  
Email: [VA-67-15-PRJ-OPC@fao.org](mailto:VA-67-15-PRJ-OPC@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**