



POSITION TITLE:	Programme Officer (Compliance)	GRADE LEVEL:	P-4
		DUTY STATION:	Nairobi, Kenya
ORGANIZATIONAL UNIT:	Emergency Operations Service, TCEO	DURATION *:	One year (with possibility of extension subject to continuity of funds)
	Emergency Operations and Rehabilitation Division (TCE)	POST CODE/N ^o :	**N- Unidentified
	Technical Cooperation Department (TCE)	CCOG CODE:	1A

**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**

DUTIES AND RESPONSIBILITIES

Under the supervision of the Officer-in-Charge (OiC) for FAO Somalia, and with the guidance of relevant administrative divisions in Headquarters, the incumbent will ensure compliance of FAO Somalia with FAO administrative, financial and operational policies/procedures and advise the OiC accordingly. In particular, she/he will:

- Review processes and procedures of the FAO Somalia operations relating to programme and projects activities against the relevant FAO rules, regulations, codes and internal policies and procedures;
- Advise and make recommendations to the OiC on appropriate strategies to strengthen controls and mitigate potential risk for adequate compliance to rules and regulations and good governance of the FAO Somalia Office and the field sub-offices;
- Liaise and coordinate with Managers, Operations Units, Programme Sectors and Field Offices to identify compliance issues and risks, to develop and disseminate control checklists and Standard Operating Procedures (SOPs), and to provide innovative solutions to ensure adequate oversight and mitigate risks;
- Monitor the implementation of the risk assessment framework through the development of a risk-based compliance monitoring system, in liaison with the United Nations (UN) Country Team;
- Make regular visits to sub offices and programme/project activities' sites to conduct compliance reviews and monitor proper application of policies and procedures. Prepare mission reports on such visits for the OiC;
- Act as focal point for internal and external audit and investigation missions, providing guidance and advice to identify potential issues of concern;
- Ensure that policies, procedures and standards of conduct are communicated, understood and appropriately implemented; respond to complex enquiries and day to day advice and guidance to all staff on rules and internal policies; design and deliver training programmes for staff to enhance compliance with policies, rules and procedures;
- Perform other related duties as required.

** APPOINTMENT/PROMOTION TO THIS POSITION IS TEMPORARY, WITH POSSIBILITY OF EXTENSION

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in business/public administration, economics or a related field
- Seven years of relevant experience in administration, finance, audit and/or in programme/projects operations with field experience, and control functions, and with practical knowledge of operational, financial and administrative procedures of the UN
- Working knowledge (level C) of English.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of academic qualifications;
- Extent of relevant experience in functions related to compliance management and monitoring in the context of a large international organization operating in developing countries;
- Negotiation skills and ability to deal confidently with tact at management level;
- Team player with good interpersonal skills, and facilitation/motivational skills;
- Ability to work under pressure to tight timelines and without direct supervision;
- Strong analytical and conceptual abilities, communication skills, both verbal and in writing;
- Knowledge of other UN languages would be an asset.

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**

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/>

TO APPLY: Carefully read and follow the Guidelines to applicants

Send your application to:

V.A **TCEO-797-12-PRJ**

Mr Rodrigue Vinet, Emergency Operations Service, TCEO

FAO Viale delle Terme di Caracalla 00153 Rome ITALY

Fax No: +39 06 57054941

E-mail: **VA-797-12-PRJ-TCEO@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