



POSITION TITLE:	EMERGENCY PROGRAMME OFFICER	GRADE LEVEL:	P-3
		DUTY STATION:	Kathmandu, Nepal
ORGANIZATIONAL UNIT:	Emergency Operations Service: Asia, Near East, Europe and Special Emergencies (TCES)	DURATION *:	Twelve months extendable (subject to continuity of funds)
	Emergency Operations and Rehabilitation Division (TCE)	POST CODE/N ^o :	2002352
	Technical Cooperation Department (TC)	CCOG CODE:	1.S.0.1.

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

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Emergency Operations Service: Asia, Near East, Europe and Special Emergencies (TCES) and of the Senior Officer of the Food Chain Crisis - Emergency Management Unit (FCCEMU) of TCES; the functional supervision of the FAO Representative in the country; the direct supervision of the Emergency Centre for Transboundary Animal Disease Operations (ECTAD) Team Leader; and in consultation with the relevant technical division at FAO headquarters and the Multidisciplinary Teams in Decentralized Offices, the Emergency Programme Officer will provide support in the analysis, development and implementation of operational activities of emergency and short-term rehabilitation projects in the duty station. In particular, will:

- handle day-to-day operations on matters relating to emergency and rehabilitation assistance/projects;
- analyse requests for emergency assistance to the agricultural sector;
- review information/reports on the impact of the disaster on the rural sector and participate in the design and implementation of emergency/rehabilitation projects and disaster risk reduction strategy as required;
- undertake field assessments of relief requirements in the country areas affected by natural or human-induced calamities;
- participate in interagency assessment field missions to countries under complex emergency conditions;
- participate in the design and implementation of emergency/rehabilitation projects and programmes, including budgetary management and monitoring of the approved field expenditures;
- liaise with FAO technical units to ensure technical quality in emergency/rehabilitation activities;
- prepare/present project proposals for financial support to donors and aid programmes of the UN system;
- estimate cost of agricultural inputs to be urgently provided by family, and expected output in terms of food production and aid substitution, as required;
- prepare briefs, reports and final statements and formulate correspondence with recipient governments and donors;
- liaise with other UN organizations and partners (non-governmental organizations, national authorities and donors, etc.) at the appropriate level for coordination of relief assistance related to emergency/rehabilitation activities and to elaboration of disaster risk reduction strategy at country level;
- prepare and participate in technical and international meetings related to humanitarian relief matters;
- assist in fund mobilization efforts through liaison with donors represented at country level;
- perform other related duties as required.

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

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in agriculture, economics, business administration and management or other field related to the work of the Organization;
- Five years of relevant experience in emergency /rehabilitation operations and in agricultural / rural development sector at field and/or headquarters level;
- Working knowledge of English or French or Spanish, and limited knowledge of one of the other two, or Arabic, Chinese, Russian, according to the country/region of the portfolio.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of experience in emergency relief and rehabilitation operations, particularly in the food security and agriculture sector;
- Demonstrated ability to analyse complex field problems related to emergency and rehabilitation situations;
- Demonstrated communication skills, both orally and in writing;
- Ability to work in a team and interpersonal skills;
- Extent of familiarity with the field programme of UN or other agencies active in emergency assistance within the agricultural sector;
- Extent of familiarity with the geographical region;

- Extent of language skills; knowledge of other working 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 **TCES-751-11-PRJ**
Mr Daniele Donati, Chief
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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.

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