



Issued on: 31 December 2010

Deadline For Application: 25 February 2011

POSITION TITLE:	Field Programme Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Ankara, Turkey
ORGANIZATIONAL UNIT:	Subregional Office for Central Asia (SEC)	DURATION *:	Fixed Term: 12 months extendable
		POST CODE/N ^o :	N/Unidentified
		CCOG CODE:	1A11

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 managerial and administrative supervision of the Subregional Coordinator for Central Asia, SEC and the functional guidance of the Senior Field Programme Officer in the Regional Office for Europe and Central Asia the incumbent will be responsible for the day-to-day operations and monitoring of complete project cycles, from inception to closure, for projects operated by SEC and will contribute to field programme development in the Subregion. In particular, he/she will:

- On behalf of the Subregional Coordinator in his/her role as budget holder for projects assigned to the Subregional Office, undertake budget holder tasks, establish and organize project task forces and ensure timely provision of technical support, personnel, equipment and supplies for field projects, including preparing of initial and regular budget revisions and providing overall operational support for technical units, country offices and other operational units in the subregion;
- Provide guidance to the Field Programme Support and Monitoring Officer and other operations team members in the SEC Office, including relevant project personnel at the country office level, and provide operational support and training to Assistant FAORs in country offices of the Subregion;
- Ensure timely submission of regular project progress, implementation and terminal reports/statements including identification of project follow up requirements;
- Undertake operational backstopping missions and liaise with donors and government authorities as appropriate;
- Provide support to the overall field programme ensuring timely and full data and information entry into the Field Programme Management Information System (FPMIS) for operational and pipeline projects;
- In close collaboration with the Field Programme Support and Monitoring Officer and the Multidisciplinary team of SEC, and other units at HQ, Regional office and at country level, monitor the overall field programme implementation including the pipeline of field projects in the Subregion;
- Provide advice and support to the Subregional Coordinator and responsible Regional and Subregional multidisciplinary technical teams on major issues affecting the smooth implementation and progress of specific projects;
- Contribute to monitoring of field programme development by providing information for, or commenting on, draft programme proposals, supporting the Subregional Coordinator in implementing field programme development strategies and liaising with technical and operations teams;
- Contribute to the preparation, implementation and monitoring of Country Programming Frameworks in the respective countries;
- Participate in project formulation and preparation, drafting of project documents, perform appraisal and operational clearance of those, preparation of budgets and project and programme formulation missions, as appropriate;
- Perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in agriculture, economics, social sciences or other fields related to the mandate of the Organization
- Seven years of relevant professional experience, including practical experience in formulation, appraisal and implementation of field projects in developing countries and in monitoring and evaluation of field projects or programmes
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in project identification, formulation and analysis
- Extent and relevance of experience in programme/project implementation and monitoring in developing countries in Central Asia
- Ability to write clear and concise analytical reports
- Extent of experience with using Excel and corporate databases; knowledge of the FAO Field Programme Management Information System would be an advantage
- Quality of communication and interpersonal skills
- Knowledge of Russian or any other languages spoken in the Subregion is 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 **2496-SEC**
Subregional Coordinator, Subregional Office for Central Asia
FAO Subregional Office for Central Asia (FAO/SEC)
Ivedik Caddesi No.55, 06170 Yenimahalle, Ankara-Turkey
E-mail: SEC-Recruitment@fao.org

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