



Issued on: 23 February 2011

Deadline For Application: 23 March 2011

POSITION TITLE:	Field Programme Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Bangkok, Thailand
ORGANIZATIONAL UNIT:	Regional Office for Asia and the Pacific (RAP) (Operations Unit, RAPR)	DURATION *:	Fixed-term: 3 years
		POST CODE/N^o:	0249955
		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 Assistant Director-General/Regional Representative for Asia and the Pacific, RAP, and the direct supervision and functional guidance of the Senior Field Programme Officer in RAP, the incumbent will be responsible for supporting the management and day-to-day operations and monitoring of the complete project cycle, from inception to closure, for selected projects operated by the Regional Office for Asia and the Pacific (RAP), and for providing support in the same areas for selected projects operated by other budget holders in the Region and in close cooperation with the RAP Technical Teams, as well as for participating in field programme development in the region. In particular:

- assume budget holder responsibilities for designated technical cooperation projects assigned to the Regional Office, , establish and participate as an active member of project task forces and ensure timely provision of inputs, personnel, equipment and supplies for field projects, including preparing initial and regular budget revisions and providing overall administrative and operational support to technical units, country offices and other operational units in the region;
- ensure timely submission of regular project progress and 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, full data and information entry into the Field Programme Management Information System (FPMIS) of operational and pipeline projects;
- contribute to the preparation of delivery estimates for the projects and programmes in the region;
- contribute to the monitoring of field programme implementation in the region, including the pipeline of related field projects/programmes in close collaboration with the policy assistance officers and other units in the Regional Office, HQ and at the country level;
- advise responsible offices on major issues affecting the operation of specific projects, with particular emphasis on large-scale and GEF-funded projects, and any other projects identified as having high risk profiles;
- organize, promote and conduct training to budget holders and technical officers in the region on operational procedures and matters;
- contribute to the preparation of Country Programme Frameworks;
- participate in and contribute to project formulation and preparation, including resource mobilization and donor liaison, appraisal and operational clearance of project documents, preparation of budgets, and project and programme formulation missions, as appropriate;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in agriculture or a subject directly related to the field work of the Organization
- Seven years of relevant experience in planning and operating development cooperation programmes in developing countries
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance and level of academic qualifications and language abilities
- Extent and relevance of experience in the management/operation of small-, medium- and/or large-scale projects at country and regional levels, including knowledge of related administrative, operational and financial procedures
- Extent and relevance of experience and skills in project identification, programme and project formulation, analysis, planning and implementation
- Knowledge of field programme issues in the Asia and Pacific region
- Depth of knowledge of global issues, trends and constraints, related to the reduction of hunger and poverty
- Quality of communication and interpersonal skills
- Knowledge of other languages spoken in the Asia and Pacific region is an asset
- Ability to write succinct analytical reports

Please note that all candidates should possess computer/word processing skills and should be capable of working with people of different nationalities

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 2504-RAP

Chief, TCSR

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E-mail: VA-2504-RAP@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.

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