



<b>POSITION TITLE:</b>	<b>Procurement Officer (Strategy and Capacity Development)</b>	<b>GRADE LEVEL:</b>	<b>P-4</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Procurement Service, CSAP</b> Administrative Services Division, CSA Corporate Services, Human Resources and Finance Department, CS	<b>DUTY STATION:</b>	<b>Rome</b>
		<b>DURATION *:</b>	<b>Fixed-Term: Three Years</b>
		<b>POST CODE/N°:</b>	<b>C/0726117</b>
		<b>CCOG CODE:</b>	<b>1A09</b>

**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 supervision of the Chief, CSAP while adhering to the Organization’s prevailing rules and procedures, and with leeway permitted for the exercise of independent judgement, develop procurement policies and procedures; strategies and materials for increasing awareness and knowledge and skills regarding the procurement function. In addition, support , monitor and coordinate procurement related capacity development initiatives and programmes in HQ and the field to CSAP staff and non CSAP staff and organize and implement communication initiatives with stakeholders in the procurement function to ensure consistent, timely and accurate dissemination of information regarding the procurement function. In particular, the incumbent will:

- In coordination with the procurement management team formulate policies, procedures and strategies to support the procurement function;
- Draft documents, policies, procedures and communications relevant to the procurement function to ensure appropriate transfer of knowledge and information sharing;
- In coordination and consultation with the supervisor and senior officers of the service, identify and develop strategies for procurement capacity development and skills enhancement requirements both in HQ and Decentralized Offices for FAO staff and non staff resources;
- Coordinate capacity development and skills enhancement initiatives and programmes;
- Develop and maintain materials to support capacity development and skills enhancement initiatives/programmes using available technologies including e-learning, face-to-face, video, or other appropriate dissemination techniques;
- Support development of procurement training capacity;
- Maintain and promote the use of the web based technologies (e.g. intranet, internet) to support capacity development and information sharing;
- Liaise with other divisions as necessary to obtain information and support;
- Maintain statistics and relevant information about procurement capacity development initiatives and monitor impact of capacity development and information sharing initiatives;
- Participate in procurement capacity development missions worldwide, as necessary;
- Perform other related duties as required.

**MINIMUM REQUIREMENTS**

Candidates should meet the following:

- Advanced University degree in Law, Business, Public Administration, Communications or Journalism or other relevant fields
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese
- Seven years of experience in procurement policy, capacity development and/or oversight support in relation to publicly funded entities.

**SELECTION CRITERIA**

Candidates will be assessed against the following:

- Extent of technical knowledge of procurement issues particularly as applied to publicly funded entities
- Experience drafting policy and procedure documents
- Relevance and quality of work experience in identifying capacity development and knowledge transfer strategies and developing and drafting relevant materials
- Ability to develop and use web based and other communication technologies
- Ability to work in teams and plan meetings and coordinate work to consistently and effectively deliver timely results
- Level of language skills, in particular written and oral communication skills in English.

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 2528-CSA

ADM213e 06/10

Chief, CSAP  
FAO Viale delle Terme di Caracalla 00153 Rome ITALY  
Fax No: +39 06 57054959  
E-mail: VA-2528-CSA@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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