



Issued on: 02 May 2011
02 June 2011

POSITION TITLE:	Capacity Development Officer	GRADE LEVEL:	P-2
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Knowledge and Capacity for Development, OEKC	DURATION *:	Fixed term: 3 years
	Office of Knowledge Exchange, Research and Extension, OEK	POST CODE/N°:	C/0874256
		CCOG CODE:	1A05

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

DUTIES AND RESPONSIBILITIES

The Capacity Development team in the Knowledge and Capacity for Development Branch (OEKC) promotes the implementation of the Corporate Strategy on Capacity Development in FAO's work at country and subregional level.

Under the overall supervision of the Chief, OEKC, and the technical guidance of a senior Capacity Development Officer, the incumbent will form part of a team contributing to the implementation of FAO's Corporate Strategy on capacity development. In particular, the incumbent will:

- assist in the organization of awareness-raising events on implementation of the Corporate Strategy for FAO Headquarters and Decentralized Offices;
- contribute to the design, organization and delivery of face-to-face and virtual staff development courses and events;
- contribute to the preparation of communication materials on aspects of CD in FAO, including statements, brochures, and website contents;
- provide assistance and advice on improved capacity development approaches to FAO staff and consultants in technical departments, Strategic Objective teams, and Decentralized Offices;
- prepare inputs for inclusion in work plans, operational guidelines, and reports for management;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in Agriculture, Social Sciences, or in a field related to the work of the Organization
- Three years of relevant experience in development initiatives at country level including design and delivery of learning programmes and other capacity development initiatives
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in international development
- Relevance of experience in design, organization, and delivery of learning programmes/capacity development initiatives
- Level of knowledge of the operational and programmatic systems of international organizations
- Quality of both written and oral communication skills in English
- Demonstrated capacity to plan, organize and implement work assignments
- Demonstrated ability to analyze problems and work under pressure

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 2531-OEK
Chief, OEKC
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57054049
E-mail: VA-2531-OEK@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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