



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: 2532-RLC

Issued on: 6 April 2011

Deadline For Application: 5 May 2011

POSITION TITLE:	Programme Officer (FAOR Network)	GRADE LEVEL:	P-4
		DUTY STATION:	Santiago, Chile
ORGANIZATIONAL UNIT:	Regional Office for Latin America and the Caribbean	DURATION *:	Fixed Term: three years
	RLC	POST CODE/N°:	C/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 direct supervision of the ADG/Regional Representative for Latin America and the Caribbean and with guidance from the Director, Office of Support to Decentralization, OSD on policy matters, the incumbent performs planning programming and operational/liaison functions related to the management of the FAO Representations network in Latin America and Caribbean region. Specifically, to:

- maintain oversight and monitoring functions of the country offices in the region through regular working contacts and periodic country visits as necessary;
- act as Budget Holder for the Country Offices in the Region, preparing the biennial Programme of Work and Budget for the FAOR network in consultation with OSD, consolidating the preparation of FAO Country offices yearly budget allotments and budget revisions, including AOS expected income and the Government Counterpart Cash Contribution (GCCC);
- prepare consolidated Periodic Budgetary Reports with respect to Country Offices in the Region, including preparation of staff planning according expected occupancy of posts across various Organization Results as well as AOS funded posts;
- review requests/proposals related to field administration and management made by FAO Representations and recommend appropriate action/decision for the consideration of the ADG/RR and DRR;
- monitor and provide inputs on evaluation of the performance of FAO Representations;
- in consultation with OSD draft information material, guidelines and instructions to FAO Representatives in support of the effective discharge of their functions; ensure that this material is regularly updated and raise issues requiring clarifications with technical and administrative divisions;
- provide assistance during the selection process for national professional posts in the FAO Country Offices and review submissions before on forwarding to the Professional Staff Selection Committee (PSSC) or other Selection Committees as appropriate;
- in consultation with OSD, prepare and/or edit policy statements, official bulletins and other material on decentralization and FAO Representations activities;
- collaborate with CSH and CSCS on general administrative matters and implement appropriate policies;
- review periodic reports from FAO decentralized offices, prepare comments and initiate follow-up action, as required;
- participate in the identification of extra-budgetary resources for strengthening the operational capacity of FAO Representations;
- provide inputs and contribute to HR planning and reviews of the country office network (grading structure, staffing patterns, job descriptions) in consultation with OSD and CSH;
- liaise with relevant HQ Units to facilitate the solution of operational and administrative problems in FAO Representations and make recommendations thereon;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in a field related to the work of the Organization
- Seven years of relevant experience directly related to programming/planning work or administering development programmes at national or international level
- Working knowledge of English and Spanish

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience in functions related to the administration of development assistance programmes in the field;
- Extent and relevance of experience in national, international and/or UN organizations in assistance programmes, preferably based on substantial assignments in developing countries
- Demonstrated capacity on sound judgement and ability to analyse problems and develop alternative solutions including the preparation of policy proposals;
- Initiative and high sense of responsibility, ability to work under pressure
- Excellent communication skills, both orally and in writing
- Working experience in the region and an advance degree in a related field would be considered additional assets

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 2532-RLC
FAO United Nations
Shared Service Center Hub - HR Unit
Av. Dag Hammarskjöld 3241, Vitacura - Santiago
Fax No: +56 2 9232100
E-mail: RLC-VACANCIES@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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