



POSITION TITLE:	PROGRAMME COORDINATOR	GRADE LEVEL:	P-5
ORGANIZATIONAL UNIT:	Programme Coordination Unit	DUTY STATION:	Rome, Italy
	Office of Assistant Director-General	DURATION* :	Fixed-Term: Three Years
	Forestry Department	POST CODE/N°:	C/ Unidentified
		CCOG CODE:	1A02e

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

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Assistant Director-General, in close collaboration with the Division Directors, and with leeway permitted for the exercise of independent judgement, the Programme Coordinator will assist in exercising overall responsibility for the management and general coordination of the programme of work of the Department and supervise the work activities of the departmental Programme Coordination Unit. In particular, the incumbent will:

- prepare background material and formulate policy proposals for the ADG to advise the Director-General, the Deputy Director-Generals and to follow-up within the Department on policy decisions and guidance received;
- maintain liaison with other units of the Organization, with other organizations and monitor deliberations of Governing Bodies in order to ensure consideration of concerns related to the Department's areas of responsibility and to promote coordinated action in the programme of work and budget;
- coordinate programme planning and formulation and/or revision of departmental inputs to the strategic framework, medium-term plan and PWB with due regard to coherence with related sectors and regional priorities, including liaison with OSP and the technical departmental group leaders in decentralised offices where appropriate;
- ensure the preparation of annual workplans and provide advice to budget holders on the utilization of staff and non-staff resources, monitor programme and budget implementation and contribute to programme evaluation, for both regular programme and extra-budgetary activities;
- coordinate the planning of human resources management expenditure; monitor and control posts, vacancies and non-staff human resources to ensure achievement of departmental programme and management objectives;
- provide administrative support at the departmental level, including, where applicable, consolidation and review of the departmental travel schedules, supervision of departmental registries, preparation of schedules, management of office space, etc.;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree or equivalent professional qualification in a field related to the technical work of the Organization, or in business administration, or public administration
- Ten years of relevant experience in a field related to the work of the Organization/department, including five years of experience in the management of large programmes and/or projects
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

SELECTION CRITERIA

Candidates will be assessed against the following:

- Demonstrated ability to manage and coordinate complex technical programmes, including the "programme cycle"
- Knowledge of planning and budgetary processes
- Proven conceptual, analytical, problem-solving and evaluation skills
- Strong understanding of FAO policies and programmes (exposure to Forestry programmes being an asset)
- Demonstrated interpersonal skills, including the ability to resolve organizational and interpersonal issues
- Ability to communicate effectively both in writing and orally

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.

INTERNAL VACANCY ANNOUNCEMENTS are open for competition to staff who are holding a fixed-term, short-term or continuing appointment; Associate Professional Officers (APO), National Professional Officers (NPO) at FAO; staff members seconded to FAO; FAO staff members seconded to other organizations; and current staff members of other organizations and agencies of the United Nations Common System where there is reciprocity (i.e. UNIFEM and female staff members from the UN Secretariat).

* **The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments**

TO APPLY: Carefully read and follow the **Guidelines to applicants**

Send your application to:
V.A 2574-FOD
Mr D. Rugabira, FODP
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57052151
E-mail: FOD-Coordination@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.

FAO IS A NON-SMOKING ENVIRONMENT