



POSITION TITLE:	<b>Programme Officer</b>	GRADE LEVEL:	<b>P-3</b>
ORGANIZATIONAL UNIT:	<b>ICN2 Secretariat</b>	DUTY STATION:	<b>Rome</b>
	<b>Nutrition Division (ESN)</b>	DURATION *:	<b>18 months</b>
	<b>Department of Economic and Social Development Department (ES)</b>	POST CODE/N <sup>o</sup> :	<b>New post</b>
		CCOG CODE:	<b>1.1.02</b>

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

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

#### DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Director, Nutrition Division (ESN) and the direct supervision of the Coordinator of FAO's ICN2 Secretariat, the incumbent will provide assistance for the planning, organization and coordination of preparatory work for and follow-up activities of the Second International Conference on Nutrition (ICN2) and Milan-Expo 2015 ensuring strong linkages between the two events. In particular the incumbent will:

- assist in the preparation and dissemination of policy, strategy, technical and informative materials for the ICN2 and its follow-up and on linkages between the ICN2 and Milan-Expo 2015;
- contribute to the planning and organization of, and participate in ICN2-related meetings, including preparation of agendas, working documents, reports of discussions, briefs and information notes and delivery of presentations on the ICN2;
- support the ICN2 Secretariat in the preparation of the outcome conference documents;
- contribute to policy dialogue with different stakeholders, with special focus on resource mobilization, and assist the ICN2 Secretariat in the administrative work related to the Conference;
- assist member countries in the implementation of the recommendations of the ICN2 and support the strengthening of partnerships and inter-institutional collaboration in implementing ICN2 outcomes in international agendas, meetings and events;
- support in ICN2-communication-related activities, and oversee development and maintenance of the ICN2 website;
- assist in the preparation of a Milan-Expo 2015 related-event, exhibition and communication activities during the ICN2 In collaboration with the FAO team responsible for providing technical support to Milan-Expo 2015; support in the organization of Expo-related activities during Expo promoting the outcomes of the ICN2 thus reinforcing mutual coherence, synergies and alignment between the two events;
- perform other related duties as required.

#### MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in nutrition or related disciplines involving food and nutrition security
- Five years of relevant experience in the area of food and nutrition security
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese or Russian

#### SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance and extent of academic qualifications
- Relevance and extent of professional experience, including in developing countries and with UN Agencies
- Analytical skills and demonstrated ability to prepare publications, documents, policy and technical documents and other relevant technical materials related to food and nutrition security from an agriculture and food-based perspective
- Ability to organize and coordinate meetings and workshops at international level
- Capacity to plan, organize and implement work assignments and work under pressure with minimum supervision
- Aptitude for strategic thinking and sound judgment, initiative, tact and discretion
- Good communication skills, both oral and written, especially in English
- Knowledge of Italian
- Demonstrated capacity to work in a team environment

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/>

---

For guidelines to applicants, please visit the Application Toolkit at: <http://www.fao.org/employment/current-vacancies/project/en/>

Send your application to:

V.A **ESN-12-14-PRJ**

Brian Thompson, Senior Nutrition Officer, Nutrition Division, ESN

FAO Viale delle Terme di Caracalla 00153 Rome ITALY

Fax No: +39 06 57054593

E-mail: [VA-12-14-PRJ-ESN@fao.org](mailto:VA-12-14-PRJ-ESN@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**