



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: FNYAR-58-15-PRJ

Issued on: 17 September 2015

Deadline For Application: 8 October 2015

POSITION TITLE:	Programme Officer (Food Security Information Systems FSIS)	GRADE LEVEL:	P- 3
ORGANIZATIONAL UNIT:	FAO Representation in Yemen	DUTY STATION:	Sanaa, Yemen
		DURATION* :	Fixed Term: One year
		POST NUMBER:	2004398
		CCOG CODE:	1.A.12

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

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

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.

Organizational Setting

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger and malnutrition, and provides technical support for the sustainable development of their agricultural, fisheries and forestry sectors. The activities of the FAO Country Offices include design and implementation of country-tailored field programmes, liaison with local donor representatives, and active public awareness-raising and outreach activities related to FAO initiatives such as the World Food Day.

The position is located in the FAO Representation in Yemen

Reporting Lines

The Programme Officer reports to the FAO Representative (FAOR) in Yemen under the technical supervision of the Chief Technical Advisor (CTA) of the Food Security Information Systems (FSIS) programme, in close coordination with the Nutrition Officer, the National Programme Coordinator of the Food Security Technical Secretariat (FSTS), and the Regional Office for the Near East and North Africa (RNE) and relevant FAO headquarters Lead Technical Unit and Lead Technical Officer (LTU/LTO).

Technical Focus

Provide support in the implementation of the Food Security Information Systems (FSIS) programme.

Key Results

Effective and efficient coordination and provision of the administrative support of the project activities

Key Functions

- Sustains the establishment of and implements an effective project operations and budget monitoring system;
- Act as focal point for all field project operational matters, handling day-to-day operational matters relating to project/programme implementation; handles project financial activities (disbursements, advances and field training financial activities);
- Ensures the timely provision of project inputs (personnel, technical support services, subcontracts, training, equipment and supplies) directly by the Organization or, when appropriate, through contractors;
- Develops and follows up on the implementation of standard operating procedures related to procurement and operations; and ensures consistency in the application of FAO rules and procedures;
- Prepares financial reports and ensures that the mapping of expenditure is in conformity with the EU financial reporting requirements;
- Monitors the project budget utilization and level of expenditure, prepares timely action for budget revisions, monitors the project cash balance to ensure availability of funds in connection with payments received from the EU, and prepares payment requests for disbursement of funds;
- Oversees all logistics, administrative and human resources (HR) arrangements related to the organization of project workshops, training activities and study tours;
- Establishes and maintains a sound system of detailed record keeping, physically and electronically, for all procurement, finance, budget, HR, travel and operations project activities;
- Performs other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration, finance, accounting or related fields
- Five years of relevant experience in the fields of field operations, administration, procurement, finance and human resources management
- Working knowledge of English and limited knowledge of one of the other FAO official languages (Arabic, Chinese, French, Spanish or Russian)

Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience in project/programme management
- Knowledge of and/or experience with the UN system is considered a strong asset
- Extent and relevance of experience in public administration is desirable
- Limited knowledge of Arabic would be an advantage

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

All candidates should possess computer/word processing skills

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:

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

Send your application to:

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Cairo, Egypt
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