



Issued on: 24 June 2014

Deadline For Application: 8 July 2014

POSITION TITLE:	Programme Officer (IPPC Finance and Budget Support)	GRADE LEVEL:	P2
ORGANIZATIONAL UNIT:	International Plant Protection Convention (AGDI)	DUTY STATION:	Rome, Italy
	Agriculture and Consumer Protection Department (AG)	DURATION *:	Fixed-term: one year
		POST CODE/N°:	
		CCOG CODE:	1A

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

The International Plant Protection Convention (IPPC) is an international treaty whose mission is to secure common and effective actions to control and to prevent introduction and spread of pests of plants and plant products that may affect the world's plant resources. As a member of the AGDI Team, in the context of the IPPC work programme, the incumbent will provide technical support to IPPC management for increasing the overall IPPC budget compliance, efficacy and transparency and for handling daily financial matters in executing the budgeted activities. In support of these objectives, the incumbent will:

- support Secretary and Coordinator to the IPPC on budget and financial matters and assist in the implementation and planning of the IPPC work programme through continuous collection and analysis of relevant financial information;
- ensure financial compliance with FAO and IPPC administrative and financial policies, rules and procedures;
- manage all financial and administrative transactions and records and monitor projects and programme accounts while ensuring that expenditures are in accordance with approved budgets;
- compile financial data, prepare and present financial report and budget to the Commission on Phytosanitary Measures (CPM) and monitor regular programme and trust fund budgets in relation to budgeted activities;
- compile financial data, prepare and present relevant financial documents to the Financial committee of the CPM;
- liaise with donors and prepare and write financial reports to donors and other correspondence for IPPC projects;
- monitor the financial implications of the International Standard for Phytosanitary Measures no. 15 symbol registration;
- ensure that IPPC financial transactions and budgets are correctly accounted and updated in the Integrated Management Information System (iMIS), Field Programme Management Information System (FPMIS) and other relevant databases.
- perform other duties as required

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in Accounting, Auditing, Financial management or a related field
- Three years of relevant experience in finance, budget, accounting and audit operations of large, international entities using advanced ERP systems
- Working knowledge of English and limited knowledge of one the other FAO official languages (Arabic, Chinese, French, Russian or Spanish)

SELECTION CRITERIA

Candidates will be assessed against the following:

- Familiarity with FAO and IPPC budgets, work programme and worldwide trade mark registration process.
- Extent of relevant experience in financial management including accounting, audit and budget preparation.
- Extent of experience in financial matters in large international entities and UN system (with focus on accounting, auditing and financial reporting) and ability to write and present financial reports and budgets to the IPPC governing body meetings.
- Experience in advanced accounting and financial applications; knowledge of ERP systems, preferably Oracle Financials.
- Depth of understanding of relevant IPPC activities and its financial implications (including risk management).
- Ability to keep updated iMIS and FPMIS databases and to streamline the administrative and financial procedures.

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 AGDI-48-14-PRJ
International Plant Protection Convention (AGDI)
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
E-mail: VA-48-14-PRJ-AGDI@Fao.org

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