



Issued on: 3 February 2011

Deadline For Application: 3 March 2011

POSITION TITLE:	Programme Officer	GRADE LEVEL:	P-2
		DUTY STATION:	Rome
ORGANIZATIONAL UNIT:	Africa Service, TCIA	DURATION *:	Fixed term: 1 year (with possibility of extension)
	Investment Centre Division, TCI	POST CODE/N ^o :	unidentified
	Technical Cooperation Department	CCOG CODE:	1A02

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

DUTIES AND RESPONSIBILITIES

The Investment Centre Division (TCI) promotes investment in agriculture, rural development and food security (ARDFS) in developing countries and countries in transition, assisting governments, international financing institutions and other development actors to achieve sustainable growth, poverty alleviation and food security.

Under the overall supervision of the Director, TCI, and the direct supervision of the Chief, TCIA, the incumbent will assist in monitoring and implementing the Service's work programme in cooperation with main development partners. In particular will:

- provide support in the analysis and monitoring of the Service work plans with International Financing Institutions (IFIs), in particular the FAO/World Bank Cooperative Programme, the International Fund for Agricultural Development (IFAD) and the African Development Bank (AfDB);
- prepare delivery and work plan schedule report for TCI Management and IFIs counterparts in consultation with team leaders, the Service Chief and with the budget/programme counterparts of partner IFIs;
- assist in the management of initiatives led by the Africa Service (MDG-Africa, NEPAD/CAADP, TerrAfrica, etc.);
- assist in the management of TCI-facilitated IFAD field presence activities hosted by FAO Representation, and prepare, monitor and report on budget, expenditures and invoices in consultation with IFAD;
- provide support in the compilation, analysis and monitoring of the Service's results-based outputs under FAO's results framework;
- provide support in the coordination of the Service Quality Enhancement / Quality Assurance focal group and in the implementation of the divisional quality management system and standards;
- contribute to quality control functions of the Service's operational and knowledge products, and organize internal documents review meetings;
- analyze working procedures in the Service, make recommendations through the drafting of operation manuals to streamline processes and improve operations and brief newcomers on the Service's administrative procedures;
- consolidate information and draft complex correspondence on behalf of the Service Chief and liaise with other FAO Divisions as applicable;
- maintain and update the service roster of national and international consultants for the Service Chief and team leaders' regular use;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Business Administration, Economics, Social Science or a related field
- Three years of relevant experience in work programming/monitoring at national and international level, including in rural development sector/subsector analysis
- Working knowledge of English and French

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience in functions related to management support in work planning and monitoring in national and international organizations
- Relevance of experience in providing technical analytical support, data analysis and reporting
- Level of knowledge of the financial and operational applications and systems of an international organization
- Level of knowledge of development partners programmes and procedures
- Good organizational skills, ability to analyze problems and work under pressure
- Good communication skills, both oral and in writing

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 **CP-TCI-023**
Director, TCI
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57054657
E-mail: VA-CP-023-TCI@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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