

**Vacancy No. CS/266/12**

<b>Title</b>	Assistant Director-General - Corporate Services, Human Resources and Finance Department (CS)
<b>Grade</b>	ADG
<b>Number</b>	0036382
<b>Duty Station Location</b>	Rome, Headquarters
<b>Summary of Duties and Functions</b>	<p>The Corporate Services, Human Resources and Finance Department (CS) is responsible for ensuring that the administrative and financial policies and practices of FAO fully support the Organization's programmes. The Department is responsible for (i) the administration of financial policies and procedures and preparation of the financial statements of the Organization including reports on the financial status of the Organization and its activities; (ii) the provision of services and advice to ensure that the Organization has the appropriate human resources with the skills and competencies required to perform and achieve its functions; (iii) the provision of procurement, inventory, registry and document distribution services for Headquarters and the field, and the management of Headquarters premises and provision of advice on infrastructure matters regarding Decentralized Offices; (iv) the provision of security services to protect FAO property and persons; (v) the provision of liaison services between the Organization and its Membership on Governing Body matters, as well as conference and protocol services and (vi) the provision of medical services.</p> <p>The Assistant Director-General specifically:</p> <ul style="list-style-type: none"> <li>• advises the Director-General, through the Deputy Director-General (Operations), on matters of policy or subjects relating to the Department's mandate and activities;</li> <li>• ensures the collection, analysis and dissemination of information and the development of policies, strategies and guidelines in the Department's field of competence;</li> <li>• exercises overall management responsibility for all activities in the Department, for all programmes and sources of funds;</li> <li>• ensures the development of coordinated, coherent and balanced programmes in the fields of competence of the Department and submits the Department's programme of work and budget proposals to the Director-General;</li> <li>• coordinates the planning, budgeting, implementation and reporting of the Department's programme of work and provides guidance and support on budgetary, financial, human resources and other administrative matters at departmental level.</li> <li>• participates in and supports the implementation of the corporate resource mobilization strategy;</li> <li>• coordinates departmental inputs to FAO's Governing Bodies sessions and monitors the response by the Department to decisions and recommendations in its fields of competence;</li> <li>• represents the Organization, as appropriate, at technical and inter-agency meetings in the Department's field of activity.</li> </ul>

<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Post graduate qualifications or equivalent post-graduate professional development in Administration or related fields.</li> <li>• Demonstrated professional competence and mastery of the relevant subject matters.</li> <li>• Management and strategic leadership of a high order in the relevant subject areas.</li> <li>• Working knowledge of English, French or Spanish and a limited knowledge of one of the other two, or Arabic, Chinese or Russian, the languages of the Organization.</li> <li>• Ability to lead and work effectively with a diverse team of people of different national and cultural backgrounds in an international setting.</li> </ul>
<b>Managerial Competencies</b>	<p><b>Strategic vision:</b> Capacity to develop a vision, mission and strategies and to focus on the needs of member countries and to adjust strategies to take changing circumstances into account. <b>Managing people:</b> Fosters team spirit through building trust and commitment to common objectives and recognizing team successes. <b>Result Orientation:</b> Demonstrates an ability to manage programmes and projects efficiently under shifting priorities, in order to achieve targets. <b>Partnering:</b> Negotiates effectively with partners to enable successful outcomes for all stakeholders and actively supports inter-disciplinarity across FAO. <b>Strong Communication Skills:</b> Demonstrates a high level of communication skills in promoting the Organization's messages.</p>
<b>Remuneration</b>	<p>FAO adheres to the UN common system of salaries, allowances and benefits. General information regarding salaries and allowances can be found at the <a href="#">International Civil Service Commission</a> Web site</p>
<b>How to apply</b>	<p>Applications should be submitted <b>by 12 October 2012, using the FAO Personal History Form</b> to the Director, Office of Human Resources (OHR), FAO, Viale delle Terme di Caracalla, 00153, Rome, Italy or sent by e-mail to: <a href="mailto:Senior-vacancies@fao.org">Senior-vacancies@fao.org</a> (An additional Curriculum Vitae and/ or cover letter may also be included as part of the application if desired)</p>