



Issued on: 28 November 2014

Deadline For Application: 12 December 2014

POSITION TITLE:	Programme Officer	GRADE LEVEL:	P2
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Secretariat of the Independent Science and Partnership Council to the CGIAR (DDNI)	DURATION *:	Fixed Term: 2 years
	Office of the Deputy Director-General/Coordinator for Natural Resources (DDN)	POST CODE/N°:	unidentified
		CCOG CODE:	1.A.02

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 Independent Science and Partnership Council (ISPC), hosted in the FAO in Rome, Italy, is a panel of world-class scientific experts. Its aim is to strengthen the quality, relevance and impact of science in the Consultative Group on International Agricultural Research (CGIAR), a global partnership that unites organizations engaged in research for sustainable development with the funders of this work. The ISPC Standing Panel on Impact Assessment is managing a major programme (2013 – 2016) of “Strengthening Impact Assessment in the CGIAR” (SIAC). The Programme Officer will provide support to the management this programme and will report to the Senior Agricultural Research Officer of the Standing Panel on Impact Assessment, and will provide support to the overall administrative, financial, budget, planning and office management activities of the SIAC programme. More specifically, the incumbent will:

- Assist in all managerial aspects related to the programme implementation, including managing personnel resource requirements, preparation of biennial plans, evaluation plans, monitoring of performance indicators, preparation and coordination of the budget and monitoring of the implementation of the work programme;
- Prepare financial reports to donors on the outputs and outcomes of the project and draft other reports, documents and correspondence to programme donors; solicit and check financial and progress reports from implementing partners;
- Contribute to the identification and implementation of improvements with regards to budget reporting and the cost effective utilization of programme resources;
- Solicit and check financial and progress reports from implementing partners, and query discrepancies;
- Ensure that expenditures are in accordance with approved budget and that all committing documents are complete and consistent; check project accounts to ensure obligations/expenditures are correctly reflected and request rectification where necessary;
- Request disbursement of funds to implementing bodies in line with program requirements;
- Ensure appropriate filling of the program financial and administrative correspondence;
- Assist in managing personnel resource requirements for the SIAC programme, including undertaking administrative actions related to personnel resources and activities when needed;
- Draft letters of agreement for research projects, in collaboration with competitively selected service providers, and monitor the implementation of the agreements;
- Support the organisation and logistical arrangements, agenda and website content for technical workshops, including the disbursement of funds for participants’ tickets and Daily Subsistence Allowance (DSA) at meetings, as required;
- Attend meetings for exchange of information and discuss practices and procedures related to the programme.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in business or public administration
- Three years of relevant experience in the field of project and financial management
- 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:

- Excellent project and financial management skills – planning, monitoring, problem-solving
- Extent of relevant experience in administrative and financial management processes used in FAO would be an asset
- Extent of knowledge of the work of the CGIAR
- Extent and relevance of experience in preparing budgets and writing technical and financial reports on the findings from projects
- Extent and relevance of experience in organising and managing meetings and workshops and designing related websites;
- Proven ability to work independently and in multi-disciplinary teams, to prioritize tasks, and deal promptly with urgent issues
- Excellent inter-personal skills, and ability to coordinate work with international organizations
- Excellent oral and written communication skills in English and knowledge of other FAO official languages would be an asset
- Excellent IT skills
- Extent of international exposure, including in developing countries

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/rootindex.asp>

TO APPLY:

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

Send your application by email to:

V.A DDNI-96-14-PRJ

Secretariat of the CGIAR Independent Science and
Partnership Council, DDNI

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Fax No: xxx

E-mail: VA-96-14-PRJ-DDNI@fao.org

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