



POSITION TITLE:	Programme Officer (CFS Secretariat)	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	Agricultural Development Economics Division, ESA Economic and Social Development Department, ES	DUTY STATION:	Rome, Italy
		DURATION *:	Fixed Term - 12 months (with possibility of extension)
		POST CODE/N°:	unidentified
		CCOG CODE:	1E02

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

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Secretary of the Committee on World Food Security (CFS) and direct supervision of the Team Leader of the CFS Secretariat, as a member of the CFS Secretariat team, the incumbent will provide technical support to the Secretariat and to the Committee. In particular, the incumbent will:

- assist in the administration and implementation of the CFS component under the EC-FAO *Global Governance for Hunger Reduction Programme*, including preparation and monitoring of budget and annual work plans in consultation with immediate collaborating partners;
- identify and liaise with key stakeholders and partners in the area of food security and nutrition at regional/sub-regional levels and lead the process of designing and organizing regional/sub-regional multi-stakeholder consultations on policy and technical issues of relevance to CFS;
- monitor and report on programme activities and prepare relevant documentation, including progress reports, briefing notes, outcomes of meetings and workshops, and technical reports highlighting best practices and case studies;
- provide technical support as needed, including support to online fora and discussions and ensure dissemination of lessons learned at all levels;
- assist the CFS Secretariat in supporting the CFS Bureau and Advisory Group and provide inputs in the preparation of documents for intersessional activities and Plenary sessions, especially in support of regional/sub-regional multi-stakeholder consultations;
- provide input and support to strengthen other CFS processes, including linkages between CFS and regional entities, such as the FAO Regional Conferences and other mechanisms/initiatives focused on global food security and nutrition issues;
- perform other related duties as required.

** PROMOTION TO THIS POST IS FOR THE DURATION OF ASSIGNMENT ONLY

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in agricultural economics, development studies, or in an area related to food security and nutrition (a PhD or equivalent degree will count for two years of professional experience)
- Five years of relevant experience in international development and/or humanitarian context related to food security and nutrition
- Working knowledge of English and limited knowledge of another official language of the Organization (French, Spanish, Arabic, Chinese, Russian)

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent of experience in food security and nutrition issues, including analysis and research and preparing technical documents
- Extent of experience with multi-stakeholder processes especially regarding food security and nutrition issues
- Extent of experience in programme management, including preparation and monitoring of budgets and workplans
- Quality of oral and written communication skills
- Extent of experience with the UN or other governing body mechanisms
- Demonstrated capacity to work effectively in multidisciplinary teams, with minimal supervision and with challenging timeframes

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 **ESA-783-12-PRJ**
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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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