



Food and Agriculture Organization of the United Nations

## PROFESSIONAL VACANCY ANNOUNCEMENT N°: ESA-770-12-PRJ

Issued on: **9 March 2012**

Deadline For Application: **23 March 2012**

POSITION TITLE:	<b>Project Officer</b>	GRADE LEVEL:	<b>P1/P2</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	<b>Agricultural Development Economics Division (ESA)</b>	DURATION *:	<b>Fixed-Term: One year (with possibility of extension)</b>
	<b>Economic and Social Development Department (ES)</b>	POST CODE/N°:	<b>N- Unidentified**</b>
		CCOG CODE:	<b>1L</b>

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

### DUTIES AND RESPONSIBILITIES

Under general supervision of the Environmental Economist (Team Leader), and the direct supervision of the Senior Economist, Food Security and Climate Change (Project Leader), the incumbent will coordinate the work planning and communications activities related to the Project "Climate-smart agriculture: capturing the synergies between adaptation, mitigation and food security". In particular, the incumbent will:

- monitor the delivery of project activities as per the work plan, update the work plan as and when appropriate, and prepare quarterly reports on project activity progress;
- create, implement and maintain a database to monitor project budget expenditures and report on expenditures quarterly;
- liaise with staff in relevant FAO country offices (i.e. Malawi, Vietnam and Zambia) and ensure effective coordination and overall quality work delivery of in-country project-related activities;
- coordinate all project communication activities including communications materials i.e. pamphlets, posters, publicity and liaise with relevant FAO staff at divisional, departmental and corporate levels;
- proofread, edit and finalize for publication all web postings, working papers, policy and project briefs, publications and other communication materials produced by the Project Team;
- promote visibility of the project by maintaining and updating regularly the Project Team website, post news on project activities, new project-related publications, links to posts made on other sites by Project Team staff;
- coordinate all logistical aspects of internal and external project-related conferences, meetings, presentations, retreats, seminars, staff development, training events and workshops;
- review all requests for contracts and payments i.e. for consultants, goods, services, etc. before being sent for approval to the Project Leader, and ensure that payments are processed in a correct and prompt manner;
- perform other related duties as required.

**\*\*APPOINTMENT/PROMOTION TO THIS POSITION IS TEMPORARY  
FOR THE DURATION OF THE ASSIGNMENT ONLY**

### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- University degree in social sciences or related field
- One year (P-1) or three years (P-2) experience in international development, project planning and implementation activities, communications and/or editorial activities
- Working knowledge of English and limited knowledge of one of the other official languages of FAO (Arabic, Chinese, French, Russian or Spanish)

### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Relevance of experience with communications activities
- Extent of experience with coordination and implementation of projects, work plans and budgets
- Good analytical skills and an understanding of policy issues relevant to FAO's work
- Proven effective teamwork and communication skills
- Post graduate studies would be an asset
- Experience field-related activities would be a strong asset

*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-770-12-PRJ**

Project Officer, Economic and Social Development Department

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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.

**FAO IS A NON-SMOKING ENVIRONMENT**