



POSITION TITLE:	Programme Officer (XIV World Forestry Congress)	GRADE LEVEL:	P-2
ORGANIZATIONAL UNIT:	Office of the Assistant Director-General (FOD) Forestry Department (FO)	DUTY STATION:	Accra, Ghana
		DURATION *:	Fixed-Term: NTE 30 September 2015
		POST CODE/N°:	unidentified
		CCOG CODE:	1.H.06

**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

Under the overall guidance of the Assistant Director-General, Forestry Department, the direct supervision of the Associate Secretary-General of the XIV World Forestry Congress, and the technical supervision of the Senior Regional Forestry Officer, the Programme Officer will be responsible for communicating the professional role and potential of the World Forestry Congress to countries in the region, including through the FAO Regional Forestry Commissions. In particular, the incumbent will:

- motivate active participation in the Congress by regional organizations, academic institutions and the private sector;
- seek funding to sponsor regional participation of stakeholders including members of civil society, indigenous peoples, students and private sector;
- support the preparation of the documentation of the Congress, and in particular arrange for drafting, editing, translation and revision of documents prepared by selected authors; ensure liaison and coordination with national committees or representatives in countries other than South Africa;
- facilitate active involvement of national delegations from the region during the Congress building bridges with other regions and national delegations;
- in the post-Congress phase, communicate key outcomes and lessons learned within their respective regions of responsibility including feeding back the outcomes into the FAO Regional Forestry Commissions;
- perform other related tasks.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in Forestry, Natural Resource Management, Social Sciences or related field (Ph. D. or equivalent degree may substitute for two years of the required experience)
- Three years of relevant experience in forestry or natural resources management, including at least one year of experience in liaison and organizing international meetings and conferences
- Working knowledge of English and French

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of working experience, including in Africa
- Experience in organizing international meetings and workshops
- Demonstrated liaison and coordination skills in dealing with variety of stakeholders including representatives of government and non-governmental entities
- Demonstrated analytical, drafting and editing skills
- Demonstrated ability to work effectively as part of a team
- Quality of both oral and written communication skills

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/>

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

Send your application to:

V.A FOD-13-14-PRJ
Associate Secretary-General, XIV World Forestry Congress
FAO Viale delle Terme di Caracalla 00153 Rome ITALY
Fax No: +39 06 57
E-mail: VA-13-14-PRJ-FOD@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.