



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: FOD-65-14-PRJ

Issued on: 11 August 2014

Deadline For Application: 25 August 2014

POSITION TITLE:	Programme Officer (XIV World Forestry Congress)	GRADE LEVEL:	P-4
ORGANIZATIONAL UNIT:	Office of the Assistant Director-General (FOD) Forestry Department (FO)	DUTY STATION:	Rome, Italy
		DURATION *:	Fixed-term : One year
		POST CODE/N°:	
		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, and the supervision of the Associate Secretary-General of the XIV World Forestry Congress, the Programme Officer will be responsible for the following tasks:

- coordinate on operational aspects between FAO, the Organizing Committee, international organizations and institutions, and on the preparation of the technical programme of the Congress;
- liaise with the host country on the preparations and hold regular meetings with the XIV WFC Secretariat in Department of Agriculture, Forestry and Fisheries of South Africa (DAFF) and FAO South Africa, as well as meetings with the FAO Task Force and Regional counterparts to ensure the task timeline is being completed according to plans;
- prepare the detailed programme of the Congress including working arrangements, the timetable of the meetings and the agenda of the plenary and technical sessions;
- seek funding to sponsor regional participation of stakeholders including members of civil society, indigenous peoples, students and private sector;
- manage the work flow of the submission and selection of voluntary technical papers, posters and videos;
- facilitate the preparation of the documentation of the Congress, and in particular arrange for the drafting, editing and translation of invited documents and presentations prepared by the selected authors and revise the documents;
- perform other duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in forestry, natural resource management, social sciences or other fields related to the mandate of the Organization.
- Seven years of relevant experience in forestry or natural resources management, including experience in liaison and organizing international meetings and conferences.
- Working knowledge of English and limited knowledge of French or Spanish.

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of working experience in forestry or natural resources management, including experience in liaison and organizing international meetings and conferences.
- Extent and relevance of experience in dealing with variety of stakeholders including representatives of government and non-governmental entities
- Excellent communication skills and demonstrated ability to analyze information, prepare and edit technical documents and papers, Demonstrated ability to work effectively as part of a team
- Work experience in more than one location or area of work, particularly in field positions is desirable

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-65-14-PRJ

E-mail: VA-65-14-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

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