



POSITION TITLE:	Programme Officer	GRADE LEVEL:	P-2
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Forest Assessment, Management and Conservation Division (FOM) Forestry Department (FO)	DURATION *:	Fixed Term: 2 years (with possibility of extension)
		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

FAO is implementing an EU-ACP funded project "Action Against Desertification". The specific objective of the project is to improve the condition and productivity of the agro-sylvo-pastoral landscapes affected by desertification, land degradation and drought (DLDD) in Africa, Caribbean and Pacific (ACP) countries by supporting the implementation of the Great Green Wall action plans in Burkina Faso, Ethiopia, Gambia, Niger, Nigeria, Senegal and the United Nations Convention to Combat Desertification (UNCCD) national action programmes in Fiji and Haiti and South-South Cooperation in ACP countries.

Under the general guidance of the Director, Forest Assessment, Management and Conservation Division (FOM) and overall supervision of the Forestry Officer (Drylands), the position will provide the required support to the budget holder and to the international project coordinator in the day-to-day management and monitoring of this project. In particular, the Programme Officer will:

- assist with the implementation and monitoring of the project operations;
- support the budgetary management and monitoring of the approved field expenditures and draft financial reports and statements;
- undertake quality control and monitoring of letters of agreement with project implementing partners;
- participate in the planning, review and consolidation of the overall and country-based budget plans in the 8 project partner countries, monitor expenditures and, where necessary, identify corrective measures to overcome operational constraints;
- assist with the control and the monitoring of the co-funding contributions from other funding sources;
- assist with the organization of the Steering Committee with the EU and the various stakeholders;
- support in maintaining detailed records of budget estimates, obligations and available balances;
- monitor expenditures and assist with the preparation of budget revisions as required and on the basis of the changes;
- support in monitoring the project budget to ensure availability of funds when payment requests;
- assist in updating the Field Programme Management Information System (FPMIS) inputs, and forecasting estimates and ensure appropriate updating of the system;
- assist with the delivery of European Commission (EC) management training to enhance the project implementation skills, both at headquarters Budget Holder unit and in decentralized offices involved in the implementation of the project;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Economics/International relations or in any other relevant field, such as European Studies/International Relations, Development Studies, etc.
- Three years of experience in supporting projects' management including experience in delivering assistance on financial and operations aspects of EC-funded projects
- Working knowledge of English and limited knowledge of French

SELECTION CRITERIA

Candidates will be assessed against the following:

- Knowledge and understanding of relevant FAO and EU rules and regulations to be simultaneously applied would be considered an asset
- Extent and relevance of experience in FAO and EC project operations and financial monitoring would be considered an asset
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to plan and organize work and establish priorities
- Ability to work in a team, cultural sensitivity and willingness to travel
- Ability to use MS Office software and relevant FAO-specific applications, such as FPMIS, DW would be considered an 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/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 to:

V.A **FOM-06-15-PRJ**

Forest Assessment, Management and Conservation Division, FOM

FAO Viale delle Terme di Caracalla 00153 Rome ITALY

E-mail: VA-06-15-PRJ-FOM@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.

FAO IS A NON-SMOKING ENVIRONMENT