



Issued on: 29 May 2015

Deadline For Application: 2 July 2015

POSITION TITLE:	Programme Officer (Compliance and Risk Management)	GRADE LEVEL:	P-4
		DUTY STATION:	Nairobi, Kenya
ORGANIZATIONAL UNIT:	FAO Somalia	DURATION :	Fixed-term: One year (renewable)
		POST NUMBER:	2004725
		CCOG CODE:	1.A.02

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

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.

Organizational Setting

This position is located in FAO Somalia's Office in Nairobi, Kenya and the incumbent will be responsible for managing the Compliance function of FAO Somalia.

Reporting Lines

The Compliance Officer reports directly to the FAO Representative (FAOR).

Technical Focus

Manage the compliance function which includes the Call Center, and provide timely advice, analysis, and recommendations to the FAOR.

Key Results

Review and streamline processes and procedures of FAO Somalia Operations against the relevant FAO rules, regulations, codes and internal policies and procedures.

Key Functions

- Advices and makes recommendations to the FAOR on appropriate strategies to strengthen controls and mitigate potential risks for adequate compliance to rules and regulations and good governance of the FAO Somalia office and the field sub- offices;
- Liaises and coordinates with the FAOR, Managers, Operation Units, Programme Sectors and field Offices to identify compliance issues and to develop control checklists and Standard Operating Procedures (SOPs) and to provide innovative solutions to ensure adequate oversight and to mitigate associated risks;
Provide policy advice and operational support to all units within FAO Somalia and sub-offices in identifying risk areas, creating a viable control environment and supporting the enhancement of internal controls;
- Establishes a database of SOPs; reviews existing Standard Operating Procedures (SOPs) and proposes amendments to strengthen the current operational environment;
- Monitors the implementation of the risk assessment framework through the development of a risk-based Compliance monitoring system.

Specific Functions

- Acts as the focal point for UNCT risk assessment project s and liaise with HQ on corporate risk assessment;
- Conducts missions to sub offices, programme/projects activities' sites to perform t periodic compliance reviews and monitor proper application of policies and procedures; prepares mission reports on such visits for the FAOR;
- Acts as the focal point for internal and external audit and investigation missions, providing guidance and advice to identify potential issues of concern;
- Develops a strong culture of compliance awareness and ensures a consistent approach across the different units, programme sectors as well as field offices and disseminates information on compliance initiatives;
- Ensures the quality / effectiveness of capacity development and knowledge sharing activities;
- Responds to routine enquiries and provides day to day guidance to all staff on rules and internal policies, and organizes training programmes for staff to enhance compliance with policies, rules and procedures;
- Prepares reports on compliance issues, risk developments and operational constraints.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business/public administration, economics or a related field.
- Seven years of relevant experience in administration, finance, audit and/or experience in programme/projects operations and control functions including field experience
- Working knowledge of English

Competencies

- Results focus
- Teamwork
- Communication
- Building effective relationships
- Knowledge sharing and continuous improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions, is desirable
- Extent and relevance of experience in administration, finance, audit and/or experience in programme/projects operations and control functions in a large international organization operating in developing countries
- Limited knowledge of one of the other official UN languages (French, Arabic, Chinese or Spanish Russian) is desirable

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments
- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “How to Apply”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, click on the following link: http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

HOW TO APPLY

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

The Personal Profile Form along with a cover letter should be sent via e-mail to:

Send your application to:

FAO Somalia

UN-Somalia Ngecha Road Complex

Corner of Lower Kabete Road/Ngecha Road

P.O. Box 30470-00-100 Nairobi-Kenya

E-mail: SO-HR-INT-VACANCIES@fao.org

We encourage applicants to submit the application well before the deadline date.

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