



Issued on: 14 June 2013

Deadline For Application: 04 July 2013

POSITION TITLE:	Senior Programme Officer	GRADE LEVEL:	P-5
		DUTY STATION:	Nairobi, Kenya, with possible transfer to Somalia
ORGANIZATIONAL UNIT:	FAO Somalia	DURATION *:	Fixed Term, 1 year
		POST CODE/N ^o :	Unidentified
		CCOG CODE:	1H01

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 supervision of the Officer-in-Charge (OIC) for FAO Somalia, with functional guidance from the (Senior) Field Programme Officer (FAOR Network) in the Regional Office for Africa (RAF) and the Subregional Office for Eastern Africa (SFE), and in close collaboration with the relevant technical and administrative units in RAF, SFE and at headquarters, the relevant Government Institutions, UN Agencies and other development partners, the Senior Programme Officer will assist the FAO Representative/OiC in discharging his/her responsibilities with a particular focus on programme development, resource mobilization, programme implementation and internal management. In particular, he/she will:

- Be in charge of the Office during absences from office of the OIC FAO Somalia in all of his/her regular responsibilities;
- Represent FAO and liaise with senior government officials, UN agencies, development partners and beneficiaries on country programme implementation and delivery, upon request;
- Assume all budget holder functions, and act as office signature/Authorized Official for letters of agreement, procurement, personnel contracts, official correspondence, travel authorizations, security clearances, etc.;
- Be in charge of the Programme, and supervise the field office coordinators, the programme management unit, the head of the corporate services unit, and the heads of technical sectors and cross-sectorial units;
- Assist in the management of the country office's human and financial resources, including the implementation of field security and safety policies for staff;
- Chair and lead the weekly Programme Management Team meetings, and prepare and participate in the weekly Senior Management Team meetings;
- Coordinate the identification of policy implications and monitor relevant policy environment issues for the implementation of the FAO Somalia programme and its underlying resilience strategy;
- Advise on development and promotion of the resource mobilization strategy for the country and contribute to fund mobilization efforts through liaison with the donor community in the country;
- Assure and coordinate the preparation of briefs and comprehensive reports on FAO priorities and field programme in the country and ensure the timely dissemination of information to the Government, donor community, UN agencies and NGOs;
- Coordinate and contribute to the development and delivery of effective communication, advocacy and partnership strategies, as well as the dissemination of information, in the framework of the knowledge management activities of the Organization.
- Perform other related duties as required

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in agriculture, forestry, fisheries or related field
- Ten years of relevant experience in planning, formulating, implementing, monitoring and evaluating field programmes
- Working knowledge of English

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience and skills in developing and managing country field programmes from design to delivery (programme/project identification, formulation, analysis, planning, implementation and monitoring and evaluation)
- Extent and relevance of experience in the management of technical cooperation projects and programmes;
- Ability to manage emergency, recovery and rehabilitation related programmes will be an asset
- Proven track record in resource mobilization
- Extent of experience in and ability to negotiate and cooperate with senior officials in national governments, Inter-governmental Organizations and other institutions and in designing collaborative networks and joint programmes
- Proven experience and ability in office management and team supervision
- Demonstrated leadership, managerial, supervisory coordination and interpersonal skills
- Demonstrated analytical, negotiating and advisory skills
- Excellent oral and written communication skills
- Knowledge of another language of the Organization would be 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/>

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 **FRSOM-911-13-PRJ**
FAO Somalia
UN-Somalia Ngecha Road Complex
Corner Lower Kabete Road/Ngecha Road
PO Box 30470-00100 Nairobi, Kenya
Fax No: +254-20-4000333
E-mail: SO-HR-INT-VACANCIES@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.