



---

<b>POSITION TITLE:</b>	<b>Programme Officer</b>	<b>GRADE LEVEL:</b>	<b>P-2</b>
		<b>DUTY STATION:</b>	<b>Rome</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Statistics Division, ESS</b>	<b>DURATION *:</b>	<b>Fixed Term: 2 years</b>
	Economic and Social Development Department	<b>POST CODE/N°:</b>	<b>2002649</b>
		<b>CCOG CODE:</b>	<b>1A02</b>

---

**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**

---

#### DUTIES AND RESPONSIBILITIES

---

Under the direct supervision of the Director, Statistics Division, and in collaboration with the Principal Officer and the team leaders, the incumbent will assist in the development and management of the Division's Work Plan, and support the Office of the Director in its statistical coordination function. In particular, the incumbent will:

- assist in the preparation of the Division's Work Plan, prepare Programme of Work and Budget (PWB) documents and reports, facilitate interactions with other Divisions on joint Organizational Outputs, and coordinate the compilation, analysis and monitoring of the Division's results-based outputs in the Programme Planning, Implementation Reporting and Evaluation Support System (PIRES);
- assist in the preparation of the work programme of cross-organizational working groups and committees on Statistics, organize their meetings, follow-up on programme deliverables with officers, support the monitoring of programme activities against planned programme deliverables;
- provide overall coordination support to the International Advisory Group on Statistics; ensure that programme timing, agenda and logistics are harmonized and communicated to the Secretary and International Advisory Groups on FAO Statistics (IAGFS) members, other participants and stakeholders;
- analyze working administrative procedures in the Division and make recommendations to streamline processes and improve operations;
- compile background documents for the ESS Director to support interaction with other FAO Divisions;
- contribute to drafting and reviewing communication and advocacy documents and other material;
- collaborate with Team Leaders in the drafting of proposals for external funding;
- coordinate the planning and participation of ESS in international meetings, events and conferences (inter alia Committee for the Coordination of Statistical Activities (CCSA), United Nations Statistical Commission (UNSC), International Conference on Agriculture Statistics (ICAS-VI), and International Advisory Groups on FAO Statistics (IAGAS));
- perform other related duties as required.

#### MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in economics, business administration, social sciences or related fields
- Three years of relevant experience, including practical experience in one or more of the following: project formulation, appraisal, implementation and/or monitoring; at least one year of experience in work planning.
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or of Arabic, Chinese or Russian

#### SELECTION CRITERIA

Candidates will be assessed against the following:

- Level of knowledge and relevance of working experience of managing for results (work planning)
- Extent and relevance of experience in project and programme management
- Demonstrated ability of working successfully in multi-cultural and multi-disciplinary teams
- Excellent 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/>

---

To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.

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**