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| POSITION TITLE:      | <b>Programme Officer (Partnership)</b>         | GRADE LEVEL:  | <b>P-3</b>                 |
|                      |  | DUTY STATION: | <b>Cairo, Egypt</b>        |
| ORGANIZATIONAL UNIT: | <b>Regional Office for the Near East (RNE)</b> | DURATION *:   | <b>Fixed Term: 2 years</b> |
|                      |  | POST CODE/N°: | <b>Unidentified</b>        |
|                      |  | CCOG CODE:    | <b>1.A.08</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**

**The incumbent may be re-assigned to different duty stations within the region depending on the evolving needs of the Organization**

#### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the ADG/Regional Representative and the supervision of the Senior Field Programme Officer of the Regional Office, the incumbent will provide support and advice in networking and partnerships as well as manage contacts and programming relationship with national, regional and international development partners, NGOs, and the private sector and share all relevant information aiming at improving implementation of programmes. He/she will also contribute to strengthening partnership and knowledge networks within and outside the Organization, supporting country-level actions guided by FAO's Country Programme Frameworks (CPFs) as well as increasing South-South and triangular cooperation.

In particular, the incumbent will:

- Support country-level actions guided by FAO's Country Programming Frameworks (CPFs), subregional and regional priority frameworks and higher-level strategic frameworks of the Organization in order to transform FAO's knowledge products into country-level results and impacts;
- Design programme/project summary and other documentation to inform partners and create its interest to FAO/RNE's programmes/projects;
- Communicate and coordinate with programme colleagues, local and international developers and partners to ensure that innovative technical components and approaches are identified and developed;
- Provide insight, maintain and update the partnership strategy at the regional level;
- Facilitate the establishment and maintenance of partnerships in the area of advocacy, innovation and programme implementation; develop, maintain and update partners contact list/database.;
- Encourage that donor contributions are maximized including through the identification and follow-up of new sources of funding;
- Provide continued monitoring of partnership activities and ensure that communication channels with partners are maintained;
- Prepare briefs and other documents explaining donor policies/trends and alert senior management on major donor issues;
- Support FAO/RNE global communications objectives and strategies through development of complementary country specific and local community materials and activities taking into account global priorities and campaigns;
- Review and refine processes of working collaboratively with partners, including meetings, joint projects, information sharing, etc.;
- Ensure the quality, consistency and appropriateness of country-specific communication materials, activities, processes and messages shared with partners;
- Ensure that global and country level fund-raising activities are supported by effective advocacy and communication strategy and activities;
- Perform other duties as required.

#### MINIMUM REQUIREMENTS

*Candidates should meet the following:*

- Advanced university degree in communication, public relations, political science, international cooperation for development, development economics or another relevant field
- Five years of relevant experience in international cooperation for development, donor aid programmes, fundraising, negotiations and/or public relations/advocacy
- Working knowledge of English and limited knowledge of Arabic or French

#### SELECTION CRITERIA

*Candidates will be assessed against the following:*

- Extent of experience in fundraising, negotiations, public relations/advocacy, preferably in the area of food, social and economic development
- Proven ability to communicate effectively both orally and in writing at all levels and to promote partnership and active dialogue across the Organization and with external stakeholders

- Ability to plan and organize work and deliver results
- Experience in a developing country is considered a strong asset
- Ability to work effectively within a team, supporting others, and fostering a positive team environment

*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*

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#### **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/>

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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**