



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2269

Issued on: 24 January 2013

Deadline For Application: 21 February 2013

POSITION TITLE:	Programme Officer (Translation Outsourcing)	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	Meeting Programming and Documentation Service, CPAM Conference, Council and Protocol Affairs Division, CPA	DUTY STATION:	Rome, HQ
		DURATION *:	Fixed Term: 2 years
		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

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief, Meeting Programming and Documentation Service, the incumbent will be responsible for the centralization of translation outsourcing, contracts management and budget monitoring and act as pool manager for the language pools. In particular, the incumbent will:

- coordinate and oversee the preparation of contracts and payment instructions for external translators;
- prepare and analyse periodic financial reports for senior management related to the Division and to language pools activities and make recommendations to the Service Chief for enhancement of effectiveness and efficiency;
- answer queries from external translators related to contracts;
- contribute to the divisional workplan, proposing rates for services to ensure break-even results as well as monthly budgeting reports closely monitoring financial performance and suggesting appropriate actions to the Service Chief;
- develop and maintain the roster of external translators, in close consultation with the heads of the translation groups;
- work with Divisions to determine which resources should be assigned to non-mandatory translation projects that are not channeled through the translation groups;
- evaluate the outsourcing capacity in order to keep it in line with actual needs;
- assist the translation groups in the selection of new external translators;
- manage and coordinate external translators for non official languages;
- develop guidelines and procedures specific to the outsourcing function;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in accounting, finance, business administration or a related field or membership in an internationally recognized professional accounting institution (CA, CPA, CFA, or equivalent)
- Five years of relevant experience in finance, budget and accounting
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Russian, Arabic or Chinese

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and level of experience in accounting, budget monitoring and/or contracts management
- Excellent computer skills and ability to analyze problems and develop effective, practical solutions
- Ability to work as an effective team member and supervise staff, coordinating work according to strict deadlines
- Quality of communication skills in English, both orally and in writing
- Experience in the system development of accounting and financial applications

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