



Issued on: 22 February 2013

Deadline For Application: 22 March 2013

POSITION TITLE:	Liaison Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Yokohama, Japan
ORGANIZATIONAL UNIT:	Liaison Office in Japan	DURATION *:	Fixed Term: 2 years
		POST CODE/N°:	Unidentified
		CCOG CODE:	1.A.10.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 Director, FAO Liaison Office with Japan (LOJ), the incumbent will ensure effective liaison on all matters of interest to FAO with the organs and offices of the Government of Japan and other institutions, including international organizations, local governments, non-governmental organizations, Private Sector and academic institutions. In particular, the incumbent will:

- liaise, develop and maintain working relations with, and promote communication and cooperation with senior officials of the organs and offices of the Japanese government, representatives of other governmental institutions and non-governmental organizations and academic institutions in Japan;
- provide policy advice and exchange of information with the institutions on subject matters relevant to the FAO mandate in agriculture and rural development, forestry and fisheries, natural resources, technical cooperation and research, with a view to informing them on FAO objectives, policies and programmes and to favourably impact their views;
- ensure follow up to encourage dialogue and discussion and negotiations concerning FAO-Japan collaboration on specific sectors and programmes, including contribution to resources mobilization activities;
- analyse and advise FAO senior management as appropriate on legislation, policies and programmes of the Japanese Government which are relevant to the work of FAO;
- organize and attend the visits of FAO officials to Japan and brief them on the Japanese issues related to the political/institutional developments on agriculture and development;
- contribute to the mid-term planning and other budget-related exercises;
- act as officer-in-charge of the office when needed;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in Agriculture, Social or Political Sciences, Economics, Public Administrations, International Relations or a related field
- Seven years of relevant experience in international and/or intergovernmental relations, intergovernmental policy and programme advice
- Working knowledge of English and Japanese

SELECTION CRITERIA

Candidates will be assessed against the following:

- Relevance of experience related to agriculture and rural development matters, particularly in international relations and intergovernmental policy advice
- Excellent knowledge of the Japanese Government and its functioning;
- Proven knowledge of FAO/UN programmes in agriculture, forestry, fisheries, natural resources and technical cooperation;
- Excellent communication skills both orally and in writing.
- Demonstrated ability to establish and maintain effective working relations with government officials, international experts and other representatives from public, academic and private sectors.
- Extent of knowledge of English and Japanese;

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