



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2302

Issued on: **05 March 2013**

Deadline For Application: **02 April 2013**

POSITION TITLE:	Deputy FAO Representative	GRADE LEVEL:	P-4
		DUTY STATION:	Ulan Bator, Mongolia
ORGANIZATIONAL UNIT:	FAO Representation in Mongolia	DURATION *:	fixed-term, 1 year (renewable)
		POST CODE/N°:	2003979
		CCOG CODE:	1A02

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 supervision of the FAO Representative for Mongolia, based in China (Beijing), with functional guidance from the Senior Field Programme Officer and the Programme Officer (FAOR Network) in the Regional Office for Asia and the Pacific (RAP) and in close collaboration with the relevant technical units in RAP and at headquarters, the relevant Government Institutions, UN Agencies and other development partners, the Deputy FAOR will, with considerable leeway, assist the FAO Representative in discharging his/her responsibilities with a particular focus on programme development and operational management. In particular, he/she will:

- represent FAO and liaise with senior government officials, development partners and beneficiaries on country programme development, implementation and delivery;
- identify policy implications and monitor relevant policy environment issues for the implementation of FAO's agricultural preparedness, response, transition and development strategies;
- develop the FAO country field programme from design through delivery, ensuring its alignment with the FAO's Strategic Framework, the Country Programming Framework (CPF) and with the technical assistance programming of the UN system and of other development partners and recipients; in case of emergency, advise FAOR and the FPG group in RAP on emergency, recovery and rehabilitation activities and ensure preparation of contingency plans;
- lead the resource mobilization strategy for the country and contribute to fund mobilization efforts through liaison with the donor community in the country;
- coordinate the preparation of briefs and comprehensive reports on the FAO field programme in Mongolia and ensure the timely dissemination of information to the Government, donor community, UN agencies and NGOs;
- facilitate the effective collection and dissemination of information, in the framework of the knowledge management activities of the Organization;
- ensure the development and delivery of effective communication, advocacy and partnership strategies;
- manage the country office's human and financial resources, FPMIS accuracy and the implementation of field security and safety policies for staff.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in an area related to the activities of the Organization, e.g. Agriculture, Forestry, Fishery, Rural development, Agro-economics
- Seven years of relevant experience in planning, formulating, implementing, monitoring and evaluation of field programmes
- Working knowledge of English and limited knowledge of one of the other official languages of FAO

SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience and skills in programme/ project identification, formulation, analysis, planning, implementation and monitoring and evaluation
- Extent of experience in managing country field programmes; ability to manage emergency, recovery and rehabilitation related programme could be an asset
- Proven track record in resource mobilization
- Strong coordination skills in working with local UN agencies, government counterparts, development partners and beneficiaries
- Proven experience and ability in office management and team supervision, good interpersonal skills
- Demonstrated analytical, negotiating, advisory skills
- Excellent oral and written communication skills in English; knowledge of other languages spoken in the Asia and Pacific region is an asset
- Knowledge and direct working experience with FAO would be considered 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/>

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