



Issued on: 21 March 2013

Deadline For Application: 18 April 2013

POSITION TITLE:	Field Programme Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Cairo, Egypt
ORGANIZATIONAL UNIT:	Regional Office for the Near East and North Africa RNE	DURATION *:	Fixed Term: 1 year
		POST CODE/N ^o :	N/0259497
		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 guidance of the Assistant Director-General/Regional Representative for the Near East and North Africa, RNE, and the supervision of the Senior Field Programme Officer in RNE, the incumbent will support the management and day-to-day operations and monitoring of the complete project cycle, in close cooperation with the RNE Technical Teams. The incumbent will also contribute to strengthening partnership and knowledge networks within and outside the Organization, supporting country-level actions guided by FAO's country Programme Framework (CPF) 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;
- assume budget holder responsibilities or undertake budget holder tasks for designated technical cooperation projects assigned to the Regional Office;
- optimize project task forces and encourage timely provision of inputs, personnel, equipment and supplies for field projects, including preparing initial and regular budget revisions and providing overall administrative and operational support to technical units, country offices and other operational units;
- coordinate timely submission of regular project progress and implementation and terminal reports/statements including identification of project follow-up requirements; undertake operational backstopping missions;
- provide support to the overall field programme ensuring timely, full data and information entry into the Field Programme Management Information System (FPMIS) of operational and pipeline projects;
- prepare delivery estimates for the projects and programmes in the region;
- contribute to monitor the field programme implementation in the region, including the pipeline of related field projects/programmes in close collaboration with the relevant officers and other units in the Regional Office, HQ and at the country level;
- advise on major issues affecting the operation of specific projects, with particular emphasis on large scale UTF Programmes;
- organize, promote and conduct training to budget holders and technical officers in the region on operational procedures and matters;
- provide insight on project formulation and preparation;
- engage in resource mobilization and donor liaison, appraisal and operational clearance of project documents, preparation of budgets, and project and programme formulation missions, as appropriate;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University degree in an area related to agriculture, forestry or fisheries or a subject related to the field work of the Organization
- Five years of relevant experience in planning and operating development cooperation programmes in developing countries
- 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:

- Relevance and level of academic qualifications
- Extent and relevance of experience in project/programme formulation, analysis and monitoring
- Extent and relevance of professional experience in programme/project implementation in developing countries
- Knowledge of field programme issues in the Near East and North Africa region is an asset
- Depth of knowledge of global issues, trends and constraints, related to the reduction of hunger and poverty
- Quality of communication skills and ability to write clear analytical reports in English
- Knowledge of Arabic or French is 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.

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