



POSITION TITLE:	Programme Officer (TCP)	GRADE LEVEL:	P-4
		DUTY STATION:	Cairo, Egypt
ORGANIZATIONAL UNIT:	Regional Office for the Near East and North Africa RNE	DURATION *:	Fixed Term: 2 years
		POST CODE/N ^o :	Unidentified
		CCOG CODE:	1A11

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 activities and/or duty stations depending on the evolving needs of the Organization.

DUTIES AND RESPONSIBILITIES

Under the overall managerial guidance of the ADG/Regional Representative, the functional guidance of the ADG/Technical Cooperation Department, including operational guidance from the Programme Coordination Unit (TCDP), and under the direct supervision of the Senior Field Programme Officer of the Regional Office and the Field Support and Monitoring Officers of the Subregional Offices, the Officer will advise on the overall coordination and management of the regional allocation of the Technical Cooperation Programme (TCP) resources. The Officer will be responsible for the day-to-day management and monitoring of the TCP pipeline for the countries of the Region and of the use of the regional TCP allocation. In particular, the incumbent will:

- monitor the effective commitment of the regional allocation, analyse budget revisions, alert the ADG/Regional Representative to any risks of over- or under-commitment or of unbalanced allocations between countries or subregions or between national projects and (sub)regional projects, and propose corrective measures and possible methodologies for managing the allocation, as required;
- prepare regular and ad-hoc reports on the commitment of the regional TCP allocation and on any problems encountered;
- keep FAO Representatives and Subregional Coordinators regularly informed of the state of country and subregional pipelines and of the possibilities for further TCP funding;
- review requests for TCP assistance analyse the number of approved projects and the state of the pipeline to ascertain the possibility for accommodating the request and inform the FAO Representative or Subregional Coordinator concerned or Regional Office of any problems in this regard;
- oversee the information management related to the TCP and, in particular, supervise and guide the staff responsible for entry of TCP data into FPMIS;
- contribute to the corporate monitoring of the effective implementation of TCP projects, with particular focus on the respect for the TCP standards and policies and on the achievement of stated results, and prepare regular and ad-hoc reports to the ADG/Regional Representative for advising ADG/Technical Cooperation Department on this matter;
- contribute to the preparation and revision of TCP guidelines, policies and procedures based on lessons learnt;
- interact with the TCP Unit, TCDP on day-to-day operational matters requiring a standardized approach across regions and to fulfil corporate reporting and monitoring requirements;
- act as Secretary for the regional TCP Peer Review Committee,
- contribute to the process of prioritization and formulation of regional projects or other TCP projects being formulated at the level of the Regional Office;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in economics, social sciences or other fields related to the mandate of the Organization
- Seven years of relevant experience, including practical experience in one or more of the following: programme/project identification, formulation, appraisal, implementation and/or monitoring
- 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 identification, formulation and analysis
- Extent and relevance of experience in programme/project implementation and monitoring especially in developing countries
- Ability to write clear analytical reports for management

- Extent of experience with using Excel and corporate data bases; knowledge of the FAO Field Programme Management Information System would be an advantage
- Ability to provide guidance and advice with a client-oriented approach
- Working Knowledge of Arabic or French would be an advantage

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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