



Issued on: 12 April 2013

Deadline For Application: 10 May 2013

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| POSITION TITLE: | Strategy and Planning Officer | 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°: | Unidentified |
| | | CCOG CODE: | 1A01 |

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 guidance of the ADG/RR and the supervision of the Senior Field Programme Officer, with policy and technical guidance from Office of Strategy, Planning and Resources Management (OSP) and Office of Support to Decentralization (OSD) , and in close collaboration with FAO Representatives and relevant technical and operational staff in the region, sub regions and country offices, the incumbent is responsible for the overall coordination and preparation of regional strategic, programme, and budget plans, and monitoring and reporting of programme implementation. In particular, the incumbent will:

- coordinate the formulation and preparation of the region's inputs into the Medium Term Plan (MTP) / Programme of Work and Budget (PWB) and related strategic documents ensuring they reflect country, regional and global strategic priorities;
- coordinate the preparation and implementation of the biennial work plans, the preparation of periodic budgetary reports (PBRs) and other regional inputs into the corporate results-based monitoring and reporting processes;
- monitor the implementation of regional programmes and country office network resource allocations, ensuring that expenditures are within authorized levels and are compliant with corporate policies, standards and procedures;
- advise the ADG/RR on the planning and use of the country office network resources for the region, as appropriate, and assist him/her in the discharge of related budget holder responsibilities;
- lead and deliver analyses associated with regional programmatic resource mobilization, allocation and expenditure trends;
- perform other related duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in Accounting, Economics, Business/Public Administration, Social sciences, Management sciences or a related field
- Seven years of relevant experience at national or international level in programme formulation and planning, including experience in results based budgeting, financial management, programme implementation analysis, monitoring and reporting
- 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 relevance of experience in results-based approaches to strategic planning, programme and budgetary management, and resource mobilization
- Ability to meet deadlines for delivery of products or services to clients
- Demonstrated skills in planning, and coordinating and implementing work inputs from several sources
- Excellent communication and presentation skills, both orally and in writing
- Ability to analyze programme proposals, make synthesis reports and monitor programme implementation
- Ability to interpret rules and regulations and develop standard procedures
- Proficiency in Arabic or French is desirable

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