



Issued on: 03 May 2013

Deadline For Application: 31 May 2013

POSITION TITLE:	Project Officer (Corporate Sustainability)	GRADE LEVEL:	P-3
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Infrastructure and Facilities Management Branch, CSAI	DURATION *:	one year (renewable)
	Administrative Services Division, CSA	POST CODE/N°:	unidentified
	Corporate Services, Human Resources, and Finance Department, CS	CCOG CODE:	1.A.03

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 Director, CSA and the supervision of the Chief, CSAI and the Facilities Management Officer (Technical Installations), CSAI, the incumbent will provide technical support for the implementation of short- and long-term projects related to facilities management, efficiency, energy and waste management and catering in HQs and Field Offices. The Chief CSAI will report to the Director CSA about the work carried out by the incumbent, for other activities of divisional or corporate interest such as Travel, Procurement, Conferences/Meetings which the incumbent will also cover sporadically. In particular, the incumbent will:

- develop and optimize the Corporate Greenhouse Gas (GHG) inventory for FAO Headquarters and Field Offices as established by the Issue Management Group for Sustainability of the UN Agencies;
- develop project proposals aimed at achieving efficiency savings and reducing FAO's footprint such as solar panels, hand dryers, ecological waste management;
- maintain and improve FAO's Sustainability Management System – including emission reduction strategies, targets, and monitoring;
- integrate and expand various information technologies to improve data management, analysis, and reporting;
- develop specific criteria for sustainable improvements in contract services requests such as catering, printing etc.;
- collaborate with Field Offices on in-house sustainability initiatives such as energy audits and staff behavioral changes for improving waste management, efficiency savings and reducing costs;
- promote awareness-raising through effective communication of messages and multimedia leading to behavioral changes of FAO staff (such as water bottle consumption, waste separation, lights, temperature control, printing etc.);
- prepare content for the FAO documents and FAO internet site on Corporate Sustainability and update CSA intranet site on sustainability themes;
- establish and maintain partnership and collaboration with Sustainable United Nations (SUN) and the other Agencies to improve the overall sustainability management for the UN system as well as FAO's input to this network;
- perform other duties as required.

MINIMUM REQUIREMENTS

Candidates should meet the following:

- University Degree in Engineering , Architecture, Sustainable Development or a related field
- Five years of relevant experience in projects related to efficiency savings, energy and waste management combined with specific knowledge of extended data management
- 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 corporate sustainability (UN policy, energy, waste, etc.), preferably in an international setting
- Extent and relevance of experience in data management (Access, Oracle), Web content development and MS SharePoint
- Quality of oral, written and multimedia communication skills and ability to draft technical reports in English
- Ability to work effectively within a team, supporting others, and fostering a positive team environment
- Proficiency in any other FAO languages or working knowledge of Italian is considered a strong 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