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POSITION TITLE:	<b>Programme Officer (Decentralization)</b>	GRADE LEVEL:	<b>P4</b>
		DUTY STATION:	<b>Rome</b>
ORGANIZATIONAL UNIT:	<b>Office of Support to Decentralization, OSD</b>	DURATION *:	<b>Fixed Term: 2 years</b>
		POST CODE/N°:	<b>2002407</b>
		CCOG CODE:	<b>1A11</b>

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**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**

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#### **DUTIES AND RESPONSIBILITIES**

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Under the overall guidance of the Director, OSD and the supervision of the Principal Officer, OSD, using independent judgement and initiative, the incumbent ensures the efficient and effective operations of OSD by carrying out the full range of office management functions and by providing guidance and support for the management of the FAO Representative (FAOR) Network. In particular, the incumbent will:

- advise the Director, OSD on managing and administering the Division;
- advise senior management on major issues regarding the structure, staffing and overall performance of the FAOR Network in consultation with the Regional Offices;
- review and analyze the budgetary performance of the FAOR Network, identifying trends and common issues, and report to senior management, proposing measures to address identified shortcomings;
- provide support and advice to the Regional Offices on a wide range of office management issues, including budget, HR and general office administration;
- liaise and coordinate with the Regional Offices to ensure the homogeneous application of rules, procedures and working methods of decentralized offices across the world;
- contribute to the formulation and development of the relevant sections of the FAO Medium-Term Plan, and the Programme of Work and Budget (PWB);
- monitor and assess programme implementation and prepare reports for senior management, as appropriate;
- oversee the preparation, implementation, monitoring and reporting of the divisional PWB and yearly allotments;
- participate in the development of corporate systems related to financial planning, budget, HR and IT and ensure that the requirements of the decentralized offices are duly taken into account and covered;
- represent OSD and prepare reports to relevant internal and external committees and bodies;
- perform other related duties as required.

#### **MINIMUM REQUIREMENTS**

*Candidates should meet the following:*

- University degree in business, public administration political science or a related field
- Seven years of relevant experience in the field of administration and management with a national or international organization
- 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 the field of administration, human resources, finance and management
- Extent and relevance of experience and skills in programme formulation, analysis, planning and implementation
- Ability to prioritize plans, mature judgement and a high sense of initiative
- Familiarity with the Organization's strategic objectives, its programmes and priorities is considered a strong asset
- Excellent communication skills, both orally and in writing
- Ability to build and maintain partnerships inside and outside the organization to achieve common goal
- Experience in the field and, in particular, developing countries 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**

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#### **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/>

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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**