



Issued on: 20 May 2014

Deadline For Application: 17 June 2014

POSITION TITLE:	Programme Officer (TCP)	GRADE LEVEL:	P-4
		DUTY STATION:	Santiago, Chile
ORGANIZATIONAL UNIT:	Regional Office for Latin America and the Caribbean	DURATION *:	Fixed Term: 2 years
	RLC	POST CODE/N°:	C/2002373
		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 and administrative supervision of the ADG/Regional Representative, RLC, the functional guidance of the ADG/Technical Cooperation Department, including operational guidance from the Senior Programme Coordinator, TCDP, and under the supervision of the Senior Field Programme Officer of the Regional Office and in collaboration with the Field Support and Monitoring Officers of the Subregional Offices, the Officer will advise the ADG/Regional Representative in the overall coordination and management of the regional allocation of the Technical Cooperation Programme (TCP) resources. In particular, the Officer will carry out the following duties:

- Advise FAO Representatives, Sub regional Coordinators, Multidisciplinary Teams and others on the interpretation of the TCP criteria and of other TCP standards and policies;
- monitor the effective commitment of the regional allocation, alert the ADG/RR 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;
- be responsible for the day-to-day management and monitoring of the TCP pipeline for the countries of the region;
- 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;
- receive requests for TCP assistance from FAO Representatives, Subregional Coordinators and the Regional Office, analyse the number of approved projects and the state of the pipeline to ascertain the possibility for accommodating the request and inform the concerned office of any problems in this regard;
- analyse and process requests for budget revisions;
- 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;
- liaise with the Senior TCP Officer, TCS, 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 and related review committees;
- as requested by the ADG/Regional Representative, participate in and provide support to the process of prioritization and formulation of regional projects or other TCP projects being formulated at the level of the Regional Office;
- support the ADG/Regional Representative in managing related program allocation for the region and to keep the FAO Representatives informed on the funding availability and the program procedures and rules; and,
- 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 professional experience, including practical experience in formulation, appraisal and implementation of field projects in developing countries, including Latin America and the Caribbean, and in monitoring of field projects or programmes
- Working knowledge of English and Spanish

SELECTION CRITERIA

Candidates will be assessed against the following:

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Extent and relevance of experience and skills in project identification, formulation and analysis
- Extent and relevance of experience in programme/project implementation in developing countries in the RLC Region
- Extent of experience of project or programme monitoring
- Ability to write clear and concise analytical reports for management
- Extent of experience with using Excel and corporate databases; knowledge of the FAO Field Programme Management Information System would be an advantage
- Quality of communication and interpersonal skills
- Extent of language skills, including in writing

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/>

HOW TO APPLY

- To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete the online application. Only applications received through iRecruitment will be considered.
- Candidates are requested to attach a letter of motivation to the online profile.
- Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

In order for your application to be properly evaluated, please ensure that all sections of the online application are completed.

If you need help, or have queries, please contact: iRecruitment@fao.org

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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