



Issued on: 31 July 2014

Deadline For Application: 28 August 2014

POSITION TITLE:	Deputy FAO Representative	GRADE LEVEL:	P-5
		DUTY STATION:	Addis Ababa, Ethiopia
ORGANIZATIONAL UNIT:	FAO Representation in Ethiopia (FRETH)	DURATION *:	Fixed-term: 1 year (renewable)
		POST CODE/N°:	unidentified
		CCOG CODE:	1A11

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

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 supervision of the FAO Representative in Ethiopia, with functional support guidance from the Senior Field Programme Officer (OSD) and the Programme Officer (FAOR Network), Regional Office for Africa (RAF), and in close collaboration with the Multidisciplinary Team in the Sub-regional Office for Eastern Africa, relevant technical units in RAF and at headquarters, the relevant Government Institutions, UN Agencies and other development partners, the Deputy FAO Representative will assist the FAO Representative in discharging his/her responsibilities with a particular focus on programme development, resource mobilization and programme implementation. In particular, he/she will:

- liaise with senior government officials, UN agencies, humanitarian and development partners and beneficiaries on country programme implementation and delivery; and represent FAO at the request of the FAO Representative;
- coordinate the identification of policy implications and monitor relevant policy environment issues for the implementation of FAO's agricultural disaster-preparedness, response, transition and development strategies;
- promote effective integration of developmental and emergency-relief and rehabilitation programmes into a comprehensive country programme;
- assist the FAOR in developing and promoting the country resource mobilization strategy and contribute to fund mobilization efforts through liaison with the donor community in the country; and formulate pipeline projects as appropriate;
- participate in and facilitate formal and informal meetings with key donors on stronger collaboration between FAO and the Donors and Development Partners;
- support the FAOR to regularly monitor and facilitate meeting deadlines on key deliverables, project results and main targets;
- support the FAOR to ensure the result based deliverables of FAO projects and Programme in the country
- facilitate and support, in close consultation with the Assistant FAO Representative for Programme, the development of the FAO Country Programming Framework (CPF); FAO's contributions to UNDAF; the FAO country field programme from design through delivery, ensuring alignment with the country's development priorities, FAO's Strategic Framework and with the technical assistance programming of the UN system and other development partners and recipients;
- provide leadership in developing and introducing risk reduction policies and practices in agriculture, forestry and fisheries;
- coordinate timely needs assessments for effective livelihood responses to food security crises, in the case of natural or human-induced disasters, including participation in food security cluster;
- contribute to the preparation of briefs and comprehensive reports on FAO priorities and field programme in the country and ensure the timely dissemination of information to the Government, donor community, UN agencies and NGOs;
- facilitate the effective collection and dissemination of information, in the framework of the knowledge management activities of the Organization and contribute to the development and delivery of effective communication, advocacy and partnership strategies;
- assist in the management of the country office's human and financial resources, including the implementation of field security and safety policies for staff;
- perform any other duties, as required.

#### MINIMUM REQUIREMENTS

Candidates should meet the following:

- Advanced university degree in an area related to the activities of the Organization, e.g. agriculture, forestry, fishery
- Ten years of relevant experience in planning, formulating, implementing, monitoring and evaluation of field programmes
- Working knowledge of English and limited knowledge of French, Spanish, Russian, Arabic or Chinese

#### SELECTION CRITERIA

Candidates will be assessed against the following:

- Extent and relevance of experience and skills in developing and managing country field programmes from design to delivery (programme/project identification, formulation, analysis, planning, implementation and monitoring and evaluation)
- Extent and relevance of experience in the management of technical cooperation projects and programmes, including in the management of emergency, recovery and rehabilitation related programmes
- Proven track record in resource mobilization

- Extent of experience in and ability to negotiate and cooperate with senior officials in national governments, Inter-governmental Organizations and other institutions and in designing collaborative networks and joint programmes
- Good interpersonal skills and proven experience and ability in office management and team supervision
- Demonstrated analytical, negotiating, advisory skills
- Excellent oral and written communication skills in English
- Work experience in more than one location or area of work, particularly in field positions is essential

*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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#### **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](mailto:iRecruitment@fao.org)

**FAO IS A NON-SMOKING ENVIRONMENT**