



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2713

Issued on: 17 December 2014

Deadline For Application: 7 January 2015

POSITION TITLE:	Programme Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Secretariat of the International Treaty on Plant Genetic Resources for Food and Agriculture, AGDT	DURATION *:	Fixed Term: 2 years
	Agriculture and Consumer Protection Department, AGD	POST NUMBER:	2001642
		CCOG CODE:	1A02

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.

Organizational Setting

The International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA) is a legally binding instrument with the objective to facilitate conservation and sustainable use of plant genetic resources for food and agriculture and the fair and equitable sharing of benefits derived from their use. The Governing Body of the ITPGRFA is composed of all Contracting Parties to the ITPGRFA. The Secretariat of the Governing Body prepares, supports, and follows up on the Governing Body's deliberations and negotiations. The Secretariat enjoys functional autonomy in matters within the mandate of the ITPGRFA and decisions taken by the Governing Body, and be technically accountable to the Governing Body. The Secretariat is hosted by the ADG's office of the Agriculture and Consumer Protection Department. The post is located in the Secretariat of the ITPGRFA.

Reporting Lines

The Programme Officer reports to the Secretary of the ITPGRFA

Technical Focus

Provide administrative and technical support and coordination for the management of the ITPGRFA Secretariat work programme

Key Results

Effective technical coordination and administrative support provided for the implementation of the ITPGRFA Secretariat work programme

Key Functions

- Manages administrative support to the Secretariat encompassing budget preparation and oversight, human resources management, procurement, and travel
- Assists the Secretary in managing the Secretariat work programme through management planning meetings, follow up on programme deliverables with Secretariat officers and monitoring programme activities against planned programme deliverables
- Oversees the financial management of the Secretariat resources for all expenditures and ensure that financial reporting is timely and consistent with FAO policies and procedures
- Organizes the meeting programme of the Secretariat including the Governing Body, subsidiary bodies and mechanisms of the Treaty. Ensure that programme timing, agenda and logistics are coordinated and communicated within the Secretariat and with Contracting Parties, other participants and stakeholders
- Builds effective collaborative relationships with relevant FAO units ensuring the provision of administrative services and the best institutional arrangement for the Secretariat
- Serves as a focal point of the ITPGRFA Secretariat for the FAO Strategic Framework following its relevant developments to ensure the programme contributions as well as collaborations
- Performs other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in public administration, financial management, international relations or a related field
- Seven years of relevant experience in programme management of international governmental organizations or similar bodies at international level
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

- Results Focus
- Teamwork
- Communication

- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
- Experience and demonstrated skills in programme management of intergovernmental organizations or similar bodies at international level
- Experience and demonstrated skills in results-based management, including planning, coordinating, implementing and reporting on the substantive and administrative activities of international organizations
- Experience in financial management of a non-profit international organization
- Proven capacity to organize and conduct conferences, intergovernmental meetings and workshops
- Demonstrated ability to maintain effective institutional relations with governments and international governmental and non-governmental organizations

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All candidates should possess computer/word processing skills.
- Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.
- Your application will be screened based on the information provided in your iRecruitment online profile (see “*How to Apply*”). We strongly recommend that you ensure that the information is accurate and complete including employment record, academic qualifications and language skills.
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognised in the IAU/UNESCO list.
- Other similar positions at the same level may be filled from this vacancy notice and the endorsed candidates will be considered for the Employment Roster for a period of 2 years.
- Candidates may be requested to provide performance assessments.

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/rootindex.asp>

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. 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.

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

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