



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC2795

Issued on: 2 March 2015

Deadline For Application: 23 March 2015

POSITION TITLE:	Programme Officer (TCP)	GRADE LEVEL:	P-3
ORGANIZATIONAL UNIT:	Regional Office for the Near East and North Africa, RNE	DUTY STATION:	Cairo, Egypt
		DURATION:	Fixed-term: 2 years
		POST NUMBER:	2002376
		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.

Organizational Setting

The Regional Office for the Near East and North Africa is responsible for leading FAO's response to regional priorities for food security, agriculture and rural development through the identification, planning and implementation of FAO's priority activities in the region. It ensures a multidisciplinary approach to programmes, identifies priority areas of action for the Organization in the Region and, in collaboration with departments and divisions at Headquarters, develops, promotes and oversees FAO's strategic response to regional priorities. The Regional Office for the Near East and North Africa also advises on the incorporation of regional priorities into the Organization's Programme of Work and Budget and implements approved programmes and projects in the region, monitors the level of programme implementation and draws attention to problems and deficiencies. The Regional office for the Near East and North Africa develops and maintains relations with region-wide institutions including the Regional Economic Integration Organizations (REIOs).

The Regional Office supports regional policy dialogue on food security, agriculture and rural development issues, facilitates the emergence of regional partnerships, and supports capacity development and resource mobilization for food security, agriculture and rural development in the region.

The post is located in the Regional Office for Regional Office for the Near East and North Africa (RNE).

Reporting Lines

The Programme Officer reports to the Senior Field Programme Officer and work in close functional contacts with the TCP officers network and TCP unit in Headquarters.

Technical Focus

Coordination; implementation and monitoring of the field Technical Cooperation programme in the Near East and North Africa Region supporting country-level actions guided by FAO's Country Programming Frameworks (CPFs); in close consultation and collaboration with FAO Representatives and RNE technical officers and interaction with the TCP officers based in the TCP unit at headquarters.

Key Results

Research and analysis of information, data and statistics, and the maintenance and updating of related tools, methodologies, and/or databases to support the delivery of programme products, projects, publications, and services.

Key Functions

- appraises assistance requests received from Member Nations for their adherence to the criteria established for the Programme and prepares comprehensive appraisal notes;
- coordinates with other units and the field offices the follow-up to the requests for TCP assistance, in particular the preparation of TCP project agreements;
- assists in the finalization of TCP project agreements and related correspondence, including budget revisions for approval by the assistant Director-General;
- collaborates, as required, with technical divisions concerned to facilitate the formulation of TCP project agreements;
- assists in monitoring of the TCP pipeline in the region and implementation of TCP projects and the technical support services provided by technical divisions to TCP projects, and participates in or contribute to task force meetings, as appropriate;
- monitors the preparation and timely submission of regular progress reports and terminal statements and contribute to the monitoring of the follow-up to TCP projects in preparing regular and ad hoc reports on the commitment of the regional TCP allocation and participate in or contribute to task force meetings, as appropriate;
- monitors the adherence to administrative requirements governing the operation of TCP projects;
- maintains contacts with the various segments of the Organization, including the field level, on matters relating to individual projects.

Specific Functions

- reviews and advice management on requests not eligible for TCP funding, or for which complementary and/or follow-up funding to a TCP project is required;
- engages in appraisal and operational clearance of project documents, preparation of budgets, and project and programme

formulation missions, as appropriate; optimizes project task forces and encourage timely provision of inputs, personnel, equipment and supplies for field projects, including preparing initial and regular budget revisions and providing overall administrative and operational support to technical units, country offices and other operational units;

- provides support to the overall field programme ensuring timely, full data and information entry into the Field Programme Management Information System (FPMIS) of operational and pipeline projects;
- prepares delivery estimates for the projects and programmes in the region;
- contributes to monitor the field programme implementation in the region, including the pipeline projects in close collaboration with the relevant officers and other units in the Regional Office, RNE sub-regional offices, HQ and at the country level.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in agriculture, forestry, fisheries, economics, social sciences or other fields related to the mandate of the Organization
- Five years of relevant experience, in project formulation, appraisal, implementation and/or monitoring of technical cooperation programmes in developing countries,
- 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
- Extent and relevance of experience and skills in programme/project management implementation and monitoring in developing countries
- Extent and relevance of experience with using Excel and corporate data bases;
- Knowledge of the FAO Field Programme Management Information System would be an advantage

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

ADDITIONAL INFORMATION

- The length of appointment for internal FAO candidates will be established in accordance with applicable policies pertaining to the extension of appointments.
- 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://www.un.org/Depts/OHRM/salaries_allowances/salary.htm

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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