



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC3233

Issued on: **29 February 2016**

Deadline For Application: **21 March 2016**

POSITION TITLE:	Programme Officer	GRADE LEVEL:	P-3
		DUTY STATION:	Rome, Italy
ORGANIZATIONAL UNIT:	Office of Support to Decentralization OSD	DURATION :	Fixed term: two years
		POST NUMBER:	2005117
		CCOG CODE:	1.A.02

**The length of appointment for internal candidates will be established in accordance with applicable policies pertaining to the extension of appointments*

**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 Office of Support to Decentralization (OSD) provides programmatic and operational guidance, support and facilitation to the Decentralized Offices (DOs) Network, and serves as their advocate at headquarters. The office ensures synergy and coordination among DOs, across regions, and between these and headquarters Departments and Offices.

Reporting Lines

The Programme Officer reports to the Director, OSD

Key Results

Research, technical analysis, and office management related services to support the delivery of programmes, products, and services.

Key Functions

- Reviews the status of Decentralized Offices; reviews relevant documents and reports; identifies problems and issues to be addressed and contributes to the introduction of corrective actions; liaises with relevant parties; ensures follow-up actions;
- Contributes to policy development, including the review and analysis of issues and trends, generates survey initiatives; reviews, analyses and interprets responses, identifies problems/issues and prepares conclusions;
- Drafts various written outputs, e.g. draft background papers, analyses, sections of reports and studies, inputs to publications;
- Supports to consultative and other meetings, conferences, to include proposing agenda topics, identifying participants, preparation of documents and presentations;
- Assists with outreach and communication-related activities; reviews and contributes to the development of learning materials, conducts training workshops, seminars; makes presentations on assigned topics/activities;
- Participates in field missions, including formulation of guidance for Decentralized Offices and other parties and preparation of mission summaries.

Specific Functions

- Provides information and guidance to the Decentralized Offices on Reporting and organizational matters;
 - Monitors developments in the Decentralized Offices, and provides support, including on linkages and relationships between headquarters and Decentralized Offices;
 - Ensures the dissemination and communication of Decentralized Offices to Headquarters in order to ensure that corrective actions and/or feedback is provided by the appropriate headquarters department;
 - Analyzes the yearly performance of Decentralized Offices to ensure that effective support is provided and that any gaps identified are addressed, and recommends appropriate actions/decisions for consideration by OSD management;
 - Researches, analyzes and presents information gathered from diverse sources. Assists in development of policy guidance to assist Decentralized Offices meet their goals; identifies and tracks follow-up actions on behalf of Decentralized offices;
 - Provides substantive inputs to FAO Web sites, information systems, databases and documents relevant for coordination and decentralization.
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CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in public/business administration, political or social sciences or related fields (candidates holding a first level university degree may also be considered if possessing two additional years of relevant work experience)
- Five years of relevant experience in coordination, decentralization, programme or office management ,information and/or knowledge management including 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;
- Extent and relevance of experience related to coordination, decentralization, reform and programme matters in large national/international organization(s)
- Understanding of the functioning of the United Nations system and in particular of FAO's structure, policies and procedures related to decentralized activities would be considered an asset
- Good knowledge of Regional development issues is desirable
- Working knowledge of English as well as working knowledge of other FAO official languages is considered a strong asset

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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