



Food and Agriculture Organization of the United Nations

PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC3234

Issued on: **25 February 2016**

Deadline For Application: **17 March 2016**

POSITION TITLE:	Field Programme Officer	GRADE LEVEL:	P-4
		DUTY STATION:	Ankara, Turkey, with possible reallocation to Istanbul
ORGANIZATIONAL UNIT:	Subregional Office for Central Asia, SEC	DURATION*:	Fixed Term for 1 year, extension subject to satisfactory performance and availability of funding
		POST NUMBER:	
		CCOG CODE:	1A02

*The length of appointment for internal FAO 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

FAO's Subregional Office for Central Asia is responsible for developing, promoting, overseeing and implementing agreed strategies for addressing subregional food, agriculture and rural development priorities. It develops and maintains relations with subregion-wide institutions including Regional Economic Integration Organizations (REIOs). The Subregional Office is a subsidiary of FAO's Regional Office for Europe and Central Asia (REU).

The post is located in Ankara – Turkey, with possible subsequent reallocation to Istanbul.

Reporting Lines

The Field Programme Officer reports to Subregional Coordinator.

Technical Focus

Project cycle management, donor compliance, alignment of technical inputs to PCM guidelines, donor coordination, project development and implementation, and supervision of the operational work.

Key Results

Develops, implements, evaluates, effective leadership and management of major projects and teams.

Key Functions

- Develops, implements and evaluates assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions;
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change;
- Researches, analyzes and presents information gathered from diverse sources;
- Coordinates policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.;
- Generates survey initiatives; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions;
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.;
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.;
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities;
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.;
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).

Specific Functions

- Acts on behalf of budget holder in managing large scale partnership programmes of the SRO (FTFP, FTFP)
- Ensures close review and oversight of GEF portfolio;
- Undertakes timely and regular analysis of status of FAOSEC field programme ;
- Ensures full oversight of the project cycle for all the project under the budget holder responsibility of FAOSEC
- Provides oversight and ensure smooth functioning of Filed Programme Unit (FPU), including dedicated team to GEF funded projects
- Participate in and provide quality input to high level meetings with donors, counterparts (Turkish Government, UNJP

Candidates will be assessed against the following

Minimum Requirements

- Advanced university degree in agriculture, economics, social science related field to areas of FAO
- Seven years of relevant experience in agricultural development and/or technical cooperation or emergency project planning/formulation/ implementation;
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

Competencies

- Results Focus
- Team Work
- 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 in programme/project formulation, analysis, planning and implementation
- Demonstrated understanding of the purpose and functions of the technical programme, operational guidelines and project/programme management procedures, preferably those adopted by the United Nations or FAO, which would be considered an asset
- Demonstrated ability to analyze complex funding mechanisms, and large scale projects issues from technical and project cycle management perspective
- Extent of experience in development/humanitarian donors' compliance (TCP, GEF, EU, DFID, USAID, other donors)
- Extent of experience in the analysis and formulation of large scale projects for sustainability improvement in agriculture sector
- Knowledge of UN field programmes, or FAO operational work within the agricultural sector would be an asset

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://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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