



Food and Agriculture Organization of the United Nations

## PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC3261

Issued on: **8 March 2016**

Deadline For Application: **29 March 2016**

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POSITION TITLE:	<b>Programme Officer (Coordination)</b>	GRADE LEVEL:	<b>P-2</b>
		DUTY STATION:	<b>Rome, Italy</b>
ORGANIZATIONAL UNIT:	<b>The Office of Support to Decentralized Offices, OSD</b>	DURATION:	<b>Fixed Term: 2 years</b>
		POST NUMBER:	<b>2005765</b>
		CCOG CODE:	<b>1.A.02</b>

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**This Vacancy Announcement cancels and supersedes Vacancy Announcement No. IRC3241. Applicants who applied to VA IRC3241 MUST apply to the present vacancy in iRecruitment in order to be considered.**

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

**Applications from qualified women as well as from qualified nationals of non-and under-represented member countries are encouraged  
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**

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### Organizational Setting

The Office of Support to Decentralized Offices (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

Collection and analysis of information, data and statistics provision of related services to support planning, implementation and monitoring of programmes

### Key Functions

- Carries out basic research on selected aspects of programmes, operations and other activities, to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources;
- Provides substantive support for programme and coordination functions, including the review and analysis of emerging development issues and trends, participation in impact evaluation or equivalent studies ;
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications;
- Assists with outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities;
- Participates in field missions, including provision of substantive and administrative support, data collection.

### Specific Functions

- Participates in the review and analysis of emerging issues and trends in the Decentralized Offices; supports the linkages and relationships between headquarters and Decentralized Offices;
  - Collects information for the Decentralized Offices on FAO policies and decisions matters related to decentralization, including technical, operational and other programme issues;
  - Supports the head of the team in monitoring the performance of Decentralized Offices to ensure that effective guidance is provided and gaps are addressed by OSD management;
  - Participates in capacity-building efforts in support of the FAOR community;
  - Supports negotiations with governments, participates in missions and assists in preparation of Host Country Agreements for the opening of new Decentralized Offices or renegotiation of existing arrangements.
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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in economics, business administration, information, management or related fields
- Three years of relevant experience in project/programme planning and appraisal, as well as in the development of results based logframe and management/monitoring systems (candidates holding a first level university degree may also be

- considered if possessing two additional years of relevant work experience)
- 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.
- Knowledge of FAO rules and regulations and field operations procedures is desirable
- Extent and relevance of experience in programme development, planning, programme formulation and monitoring
- Working knowledge of English as well as working knowledge of other FAO official languages is considered a strong asset

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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.

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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://www.un.org/Depts/OHRM/salaries\\_allowances/salary.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salary.htm)

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

**FAO IS A NON-SMOKING ENVIRONMENT**