



**Food and Agriculture Organization of the United Nations**  
**PROFESSIONAL VACANCY ANNOUNCEMENT N°:IRC3331**

**Issued on: 19 April 2016**

**Deadline For Application: 3 May 2016**

POSITION TITLE:	<b>Programme Officer)</b>	GRADE LEVEL:	<b>P-4</b>
ORGANIZATIONAL UNIT:	<b>Forestry Policy and Resources Division (FOA)</b>	DUTY STATION:	<b>Rome, Italy</b>
	<b>Forestry Department, FO</b>	DURATION <sup>*</sup> :	<b>Fixed-term:2 years</b>
		Post Number:	
		CCOG CODE:	<b>1H06</b>

\* 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**

The Forest Policy and Resources Division leads FAO's work in promoting sustainable forest management and providing leadership on the environmental, social and economic dimensions of forestry, including its contributions to poverty reduction and food security and nutrition. It liaises with member countries, civil society and the private sector in aspects ranging from development of effective forest policies to forest conservation and management issues, and strengthens the role of forests in climate change mitigation and adaptation. The Division also collects, analyses and disseminates information on the world's forest resources and on the production, trade and consumption of wood and non-wood forest products.

The post is located in the FOA Division. ]

#### **Reporting Lines**

The Programme Officer reports to [the Deputy Director, FOA.]

#### **Technical Focus**

UN-REDD Programme (the United Nations Collaborative Initiative on Reducing Emissions from Deforestation and Forest Degradation in developing countries) and other REDD+ projects. In particular, forestry programming and project formulation and implementation, with focus on capacity development to institutions at national and regional levels on REDD+. ]

#### **Key Results**

Comprehensive technical and policy expertise to support the planning, development and implementation of Departmental/Division programmes, projects, products and services in accordance with Departmental/Division objectives and FAO Strategic Objectives

#### **Key Functions**

- Plans and leads components of multi-disciplinary teams, leads and/or participates on Organization-wide, cross-Departmental committees, project teams, and working groups and/or provides specialized expertise on technical networks and/or international technical policy and/or international technical policy and standard setting bodies.
- Develops technical, analytical, monitoring and reporting frameworks, and related methodologies, tools, systems and databases etc. to support the planning, implementation/delivery and monitoring of programmes of work, projects, products and/or services.
- Designs and conducts research, data collection, validation, analysis and/or reporting activities to support the development of technical standards, international instruments, innovative approaches and strategies, new tools, technologies, technical reports/publications, and/or policy proposals as well as the provision of technical/policy/ specialist/advice and expertise.
- Responds to country requests for technical and policy assistance, provides technical advice, assistance and solutions to Decentralized Offices and provides technical backstopping to field projects.
- Collaborates in, provides technical backstopping to and ensures the quality / effectiveness of capacity development and knowledge sharing activities within member countries such as policy support, organizational development and individual learning events including preparation of related information, learning materials, on-line tools..
- Promotes international cooperation/advocates best practices, increased policy dialogue and provides technical expertise at international/intergovernmental meetings.
- Participates in resource mobilization activities in accordance with the FAO Corporate strategy.

#### **Specific Functions**

- Advises, backstops and supports (sub) Regional Offices and FAO Representations on issues related to FAO's engagement in the REDD+ Programmes, from formulation stage and appraisal to implementation and monitoring, including leading the development of programme documents and advising on governance structures;
- Develops (for UN-REDD and other related initiatives such as CAFI) programming methodologies and manuals to support the inter-agency planning, implementation/delivery and monitoring of programmes, in line with the FAO Project Cycle, UNDG guidance documents on joint programmes and multi-partner trust funds;
- Leads the development of guidance and ad-hoc material on FAO's engagement in UN-REDD Joint Programmes, CAFI and other initiatives, in line with and for incorporation into FAO Project Cycle Guidelines;
- Provides advice to the UN-REDD team in FAO HQ and DOs on issues related to formulation of UN joint

programming/joint programmes, “Delivering as One” UN, governance and funding of UN joint programmes, operational support issues for joint programmes, within the FAO Project Cycle Guidelines,

- in close coordination with the TCS Project Cycle and Operations Support Unit;
- In close cooperation with the learning unit (OHRM) and the TCS Project Cycle and Operations Support Unit, developed training curriculum, coordinated and delivered training sessions in decentralized offices and HQ on FAO’s engagement in UN-REDD Joint Programmes, CAFI and other REDD+ projects/programmes;
- Identifies, in close collaboration with the Technical Cooperation and Programme Management Department, issues related to UN-REDD or CAFI (or other) which require inter-departmental or inter-agency discussions within the appropriate bodies (including UN-REDD Secretariat, UNDG UNDAF Programming Network, UNDG Fiduciary Management Oversight Group etc.);
- Performs other related duties as required.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in international management, political sciences, international relations, economics or related subject
- Seven years of relevant experience in development cooperation or policy development, REDD+ project management dealing with issues related to UN Joint Programmes and joint programming, inter-agency coordination and operational matters, and demonstrated experience with UN joint programming processes, “Delivering as One” approach at country level and related new funding approaches
- 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 in forestry UN-REDD programming and related REDD+ initiatives
- Extent and relevance of experience in FAO’s project cycle and related corporate systems
- Extent and relevance of experience in UN Joint Programmes and related UNDG guidance and agreements (e.g. MoU), Harmonized business practices, UNDAF key programming principles and with the UN Reform process
- Extent and relevance of experience in delivering training.

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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*.

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### 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)