



**Food and Agriculture Organization of the United Nations**  
**PROFESSIONAL VACANCY ANNOUNCEMENT N°: IRC3376**

**Issued on: 19 May 2016**

**Deadline For Application: 9 June 2016**

<b>POSITION TITLE:</b>	<b>JUNIOR PROFESSIONAL OFFICER (PROGRAMME MONITORING AND RESOURCE MOBILIZATION)</b>	<b>GRADE LEVEL:</b>	<b>P-1</b>
<b>ORGANIZATIONAL UNIT:</b>	FAO Representation	<b>DUTY STATION*:</b>	<b>Islamabad, Pakistan</b>
		<b>Post Number:</b>	<b>Fixed-term: two years</b>
		<b>CCOG CODE:</b>	<b>Unidentified</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 main aim of the FAO country offices, which are headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner.

The position is located in FAO Representation in Pakistan, which reports to the Regional Office for Asia and the Pacific.

The Regional Office for Asia and the Pacific (RAP) 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. RAP 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. RAP 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 regional partnerships, and supports capacity development and resource mobilization for food security, agriculture and rural development in the region.

### **Reporting Lines**

The Junior Professional Officer reports to the Assistant FAO Representative for Programme and is under the overall supervision of the FAO Representative in Pakistan.

### **Technical Focus**

Programme Support

### **Key Results**

Analytical and database/web services to support programme projects, products and services.

### **Key Functions**

- Analyzes relevant technical social, economic, environmental, and technology information, data and/or statistics for input in various documents
- Maintains records and updates databases and web pages
- Provides technical on project management to various projects
- Maintain close liaison with donor community in Pakistan
- Collaborates in the development of training tools and materials and the organization of workshops/seminars etc.
- Participates in the organization and follow-up of meetings, consultations and conferences, the production of required materials and the provision of information and assistance to partners

### **Specific Functions**

- Assists in overseeing the delivery of project outputs;
- Assists in overseeing the Monitoring & Evaluation functions in projects programme as well as in sub-regional institutions and member countries;
- Supports supervisor in organizing meetings, prepares paperwork and follows up with donors and other development partners;
- Contributes to the preparation of regular reports and monitoring documents and follows up with donors.

## **CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING**

### **Minimum Requirements**

- Advanced university degree in agriculture, public policy, developmental studies, project management, or any other field related to the work of the Organization
- One year of relevant experience in agriculture related projects/ programmes
- 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 Project Cycle Management
- Extent and relevance of experience in the preparation and revision of technical/scientific documents and in organizing meetings and workshops
- Working knowledge of English is desirable.

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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**

- Candidates should be 32 years of age or younger as of 31 December of the year of application.
- 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**