



Food and Agriculture Organization of the United Nations

Professional Vacancy Announcement No: IRC3531

Issued on: 24 August 2016

Deadline For Application: 14 September 2016

Position Title:	PROGRAMME OFFICER	Grade Level:	P-4.
		Duty Station:	EGYPT,CAIRO
Organizational Unit:	Regional Office for the Near East and North Africa (RNE)	Duration *:	Fixed term: one year with possibility of extension
		Post Number:	2005125
		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

The Regional Office for the Near East and North Africa 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. RNE 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. RNE 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 the emergence of regional partnerships, and supports capacity development and resource mobilization for food security, agriculture and rural development in the region.

The post is located in RNE, Cairo.

Reporting Lines

The Programme Officer reports to the Senior Field Programme Officer in RNE.

Technical Focus

Support to planning, implementation and monitoring of programmes and projects.

Key Results

Comprehensive technical and policy expertise to support the planning, implementation and monitoring of programmes and projects.

Key Functions

- participate in and contribute to project formulation and preparation, including appraisal and operational clearance of project documents, preparation of budgets and active membership of project task forces as well as of project and programme formulation missions, as appropriate;
- support resource mobilization to ensure linkages between corporate, regional and country level resource mobilization efforts for preparedness, response and transition; support RNE resource mobilization activities related to the mapping of donors and resource partners' humanitarian priorities in the region and assist, in liaison with resource mobilization focal points at RNE and HQ, in developing and maintaining relationships with the humanitarian resource partners; support maintenance of tracking and reporting system on mobilized resources;
- coordinate all inception activities including organization of Project Task Forces, arrange for: operational/technical/financial clearances of LoAs, as appropriate; technical clearances of technical specifications for national/international procurement actions including tenders in consultation with CSAP, as appropriate; recruitment of international consultants/experts and related logistics; organization of briefings and provision of overall operational guidance and support in particular to decentralized offices;
- coordinate and arrange for technical clearances of project progress, final and ad hoc reports; including identification of project follow-up requirements; undertake operational backstopping missions and liaise with donors and government authorities at appropriate level;
- monitor field programme implementation in the region, including the pipeline of related field projects in close

- collaboration with other units in the Regional Office, HQ and at the country level; contribute to the preparation of delivery estimates and advise responsible offices on major issues affecting the operation of specific projects;
- as a member of the delivery team of the Regional Initiative on " Building resilience for enhanced food security and nutrition in the NENA", contribute to the development of FAO resilience programme in the Region, including the implementation of the Regional Initiative;
- in case of a new emergency situation, liaise with COs and HQ, as appropriate, following the onset or resurgence of a crisis to ensure timely preparation of Flash Appeals, briefs, concept notes, etc. in collaboration with decentralized offices and TCE;
- in the context of new emergencies, in liaison with decentralized offices and TCE, as appropriate, support the mobilization of human and financial resources for needs assessment; support the formulation of the assessments; and arrange for Special Fund for Emergency and Rehabilitation Activities (SFERA) requests if/as necessary;
- support overall planning of emergency programme at regional level including contribution to the preparation of humanitarian response plans (HRPss, Regional and Flash Appeals, etc.) and Action Plans and provide related operational and backstopping support to COs under RNE responsibility;
- coordinate and liaise with other UN organizations, non-governmental organizations and donors at the appropriate level to ensure the best preparation and implementation of humanitarian activities in countries under RNE responsibility; participate in humanitarian fora at the appropriate level related to humanitarian relief matters;
- perform other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University degree in international relations, business administration, public relations, political science, international cooperation for development, development economics or a related field.
- Seven years of relevant experience in project identification, programme and project formulation, analysis and implementation
- 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 programming/planning and/or administering development programmes at a national and/or international level
- Extent and relevance of experience in project identification, programme and project formulation, analysis and implementation
- Demonstrated experience in drafting technical documents in English is considered an asset
- Knowledge of field programme issues in the Near East and North Africa Region is considered a strong asset
- Extent and relevance of academic qualifications is considered 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.
- 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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