



Issued on: 24 August 2016  
Deadline For Application: 14 September 2016

POSITION TITLE:	<b>Programme Officer (Project Cycle &amp; Operations Support)</b>	GRADE LEVEL:	<b>P-4</b>
ORGANIZATIONAL DIVISION/BRANCH:	South-South Cooperation and Resource Mobilization Division, TCS	DUTY STATION:	<b>Rome, Italy</b>
DEPARTMENT/OFFICE:	Technical Cooperation Department, TC	DURATION :	<b>Fixed-Term, 1 year (with a possibility of extension)</b>
		POST NUMBER:	<b>2005989</b>
		CCOG CODE:	<b>1A11</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

TCS leads FAO's activities regarding South-South Cooperation (SSC) partnership, Resource Mobilization and Project Cycle Management to support the Organization's strategic priorities for hunger eradication, sustainable production, rural poverty reduction, development of improved and inclusive food systems and building resilience of livelihoods to threats and crisis.

The Division serves as entry point with Resource and SSC partners and coordinator for the Organization's mobilization of voluntary contributions. TCS also oversees, coordinates and facilitates South-South and Triangular Cooperation partnerships across the Organization as an effective mechanism for implementing FAO's Strategic Framework, through the exchange of development solutions, promotion of platforms for knowledge management and networks, mobilization of upstream policy support, and fostering enabling environment for effective SSC among countries in the global south. It oversees the reporting to partners on the results achieved.

TCS is also responsible for Project Cycle operational management and provides policy setting, guidance and support to units responsible for operating projects including development of operational modalities and procedures, monitoring of compliance with resource partner agreements and Help Desk support and capacity development.

The post is located in the Project Cycle and Operations Support Unit, TCS.

## Reporting lines

The Programme Officer (Project Cycle and Operations) reports to the Senior Programme Officer, Project Cycle and Operations Support Unit, TCS.

## Technical Focus

Project Cycle Management, cash-based transfer projects, operational modality and procedures, risk management, capacity development.

## Key Results

Formulation of operational policies and procedures for cash-based transfer projects/programmes focusing on agriculture, rural development, food and nutrition security, and resilience; capacity development and operational support to units responsible for designing and operating cash-based transfer projects.

## Key Functions

- Develops, in coordination with other technical and administrative units, corporate-specific administrative procedures and operational guidance for a cash-based transfer projects/programmes implementation modality consistent with FAO policies;
- Coordinates the development of monitoring and reporting tools on monies entrusted to the Organization and transferred either directly to beneficiaries or through third parties;
- Ensures that cash-based project proposals comply with FAO corporate standards and risk management policies;
- Advises and supports project formulators/budget holders of projects envisaging the use of a cash-based transfer modality during formulation and project design, as well as during implementation;

- Plans and coordinates an organization-wide cash-based transfer projects capacity building programme for the Decentralized Offices and headquarters units, including leading the development of a related corporate training package;
- Performs any other duty as required.

## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in development studies, political science, economics, public policy, international relations, business management, or a related field;
- Seven years of relevant experience in international organizations in the area of cash-based project policy setting, risk management, operational procedures formulation, and/or implementation modalities;
- Working knowledge (level C) of English, and limited knowledge (level B) of one of the official languages: French, Spanish, Arabic, Chinese or Russian.

### Competencies

- Results Focus;
- Teamwork;
- Communication;
- Building Effective Relationships;
- Knowledge Sharing and Continuous Improvement.

### Selection Criteria

- Work experience in more than one location or areas of work; particularly in field positions is desirable;
- Demonstrated experience in formulating and applying policies and procedures for cash-based transfer projects/programmes in emergency and resilience building, social protection and development contexts;
- Knowledge of UN Project Cycle management and risk management;
- Extent of experience in designing capacity building plans/programmes and delivering training.

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### 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 recognized 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 two years
- Candidates may be requested to provide performance assessments and references.

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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)