



## Food and Agriculture Organization of the United Nations

### General Service Vacancy Announcement No.: IRC3540

Issued on: 7 September 2016

Deadline For Application: 21 September 2016

Position Title:	FIELD PROGRAMME ASSOCIATE	Grade Level:	G-6.
Organizational Unit:	FAO Representative in India	Duty Station:	DS,INDIA,NEW DELHI
		Duration *:	Fixed term, 1 year with possibility of extension
		Post Number:	0134163
		CCOG Code:	2.1.02.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 post is located in the FAO Representative in India, based in Delhi, India. 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.

#### Main Purpose

The Field Programme Associate plays a lead role in the coordination of programme/projects support services for the FAO Representation. He/she performs a broad range of programme, planning and budgeting activities requiring in-depth analysis and interpretation of relevant policies, procedures and practices. The incumbent provides procedural guidance to managers and staff in the Country Office.

#### Supervision Received/Exercised

The Field Programme Associate reports to the Assistant FAO Representative (Programme). He/she works with wide latitude for independent action and gives guidance and advise to clerical and/ or junior programme support staff. He/she works collaboratively with various Project Management Units operating under the Country Office and also with the administrative staff of the Country Office.

#### Working Relationships

The Field Programme Associate maintains a wide range of contacts with managers, staff and stakeholders inside and outside the Organization. The incumbent collaborates closely with colleagues in the Subregional and Regional offices and relevant headquarters departments, ensuring the quality and consistency of programme and project support services.

#### Key Functions

- Ensure effective operational support to the FAO programmes and projects executed in the country; ensure consistency with the Organization's operational requirements and the country's rules and regulations;
- Participate in the identification, formulation and preparation of programme, project and workplan proposals for the country; participate in the preparation of draft project documents; ensure high quality and consistency;
- Ensure that the necessary financial and human resources are in place and that the appropriate goods and services are procured for the effective functioning of projects, in collaboration with others on the project team;
- Coordinate the monitoring and review of project implementation to ensure that all operations activities are carried out in line with the work plan and the project document; coordinate the review of inputs, expenditures and time frames; identify inconsistencies and delays and, when necessary, propose corrective measures to overcome operational constraints;
- Accompany field visits to project sites and/or accompany project managers and/or experts in their meetings with donors and government officials;
- Coordinate the collection, maintenance, distribution and consolidation of technical and operations data: analyse and summarize data from various sources, including FAO corporate systems, draft periodic or ad hoc management reports, verify data, answer queries and obtain additional information on transactions and operational matters;
- Prepare and finalize correspondence of operational nature regarding programme / project matters; initiate correspondence to verify data, answer queries, and obtain additional information on transactions and operational matters, as required.
- Ensure appropriate recording and administrative processing of requests and inputs for FAO's assistance received by Government, donors or other organizations.
- Review current processes and make recommendations to improve programme/projects administration procedures
- Accompany field

visits to project sites and/or accompany project managers and/or experts in their meetings with donors and government officials.

- Perform other duties as required.

#### **Impact of work**

The incumbent's work impacts directly on the smooth and efficient operations of the programme/project activities of the Country Office. He/She plays a lead role in the coordination and provision of the programme support services for the successful achievement of the Office's mandate. He/ she plays a pro-active role in the successful achievement of the office's mandate.

---

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

##### **Minimum Requirements**

**Education:** Secondary School Education. Specialized training in project management and programme operations.

**Experience:** Five years of experience in administrative/ financial/ planning/ programming/ budgeting activities for both Regular Programme and Projects.

**Languages:** Working knowledge (Level C) of English.

**IT Skills:** Ability to effectively use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Power Point, Exchange). Ability to effectively use project management software and other information systems/databases.

##### **Core Competencies**

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

##### **Technical/Functional Skills**

- Extent of trainings in project management support and programme operations support
- Extent of knowledge of corporate information systems such as Oracle, COIN (Country Office Information System) and FPMIS (Field Programme Management Information System) is an asset
- Knowledge of the communication and documentation management standards
- Knowledge of administrative procedures and policies
- Knowledge of organizational structure

##### **Desirable qualifications and skills**

- Familiarity with FAO and/or UN field programme management procedures and guidelines is an asset
- Working knowledge of local language (Hindi)

---

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.

---

## **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)

---

## **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**