



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC3555

Issued on: **2 September 2016**

Deadline For Application: **25 September 2016**

<b>Position Title:</b>	Emergency And Rehabilitation Officer	<b>Grade Level:</b>	P-4
		<b>Duty Station:</b>	Ukraine, Kiev
<b>Organizational Unit:</b>	Outposted Technical Officer Group, REUTD	<b>Duration *:</b>	Fixed term: one year with possibility of extension
		<b>Post Number:</b>	
		<b>CCOG Code:</b>	1S01

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 Europe and Central Asia (REU) in Budapest is responsible for the development and operations of country programme in Ukraine in the absence of an established Representation. A Project Office in Kiev for the overall coordination and management of the response and recovery operations in eastern Ukraine, and a field office in Kramatorsk, have been established.

### Reporting Lines

The Emergency and Rehabilitation Officer reports to the Lead Technical Officer/Regional SO5 Focal Point.

### Technical Focus

Support to implementation of FAO's resilience agenda at global, regional, subregional and/or country level. The Emergency and Rehabilitation Officer will be, as Head of Project Office, responsible for overall coordination and management of FAO response and recovery operations in eastern Ukraine ensuring the smooth implementation of project activities, FAO's representation in UN mechanism at country level and resource mobilization.

### Key Results

Technical and policy expertise to support the planning, development and implementation of Departmental programmes, projects, products and services in accordance with (Departmental and) FAO Strategic Objectives.

### Key Functions

- plans and leads components of multi-disciplinary teams, coordinates, and/or participates in Organization-wide committees, and provides technical expertise on international committees and working groups;
- develops and updates the supporting approach, methodology, tools, systems/databases, policies and/or standards to support programme delivery and specific objectives, services and outputs of Division teams focusing on (i) humanitarian policy, interagency collaboration and mobilization of emergency resources; (ii) response, food chain crisis, special operations, level 3 emergency preparedness, early warning and support to transition; (iii) and/or programming to integrate resilience into FAO planning at all levels;
- develops position papers, proposals and/or policy briefs to support humanitarian policy development, coordination and liaison with international partners such as the Inter-Agency Standing Committee, WFP, UNHCR, UNICEF, NGOs and other humanitarian groups involved in emergency and recovery activities;
- undertakes FAO emergency needs assessment activities and missions, conducts food and nutrition security assessments and analysis, coordinates in-country early warning alerts and further coordination with all partners;
- provides technical support to ongoing operational emergency and recovery projects and programmes and related capacity development in countries, and regional and subregional offices supported with Standard Operating Procedures, surge mechanisms and Level-3 capable response systems;
- promotes best practices and provides technical support/services to Decentralized Offices, in collaboration with Regional Offices, to facilitate emergency programming, resource mobilization and integration of emergency and development work in countries, as well as to provide capacity during critical phases of emergencies;
- monitors, promotes and coordinates resource mobilization activities including corporate appeals, donor macro grants, CERF/SFERA submissions, annual appeals and midyear reviews, as well as collaborates with countries and Regional Offices to facilitate resource mobilization through project and programme formulation;
- maintains and updates FAO emergency information systems, crisis communications, information and advocacy, as well as providing up-to-date information for reporting, audits, evaluations and inputs to FAO governing body documents;
- performs other related duties as required.

### Specific Functions

- Represents FAO in the Humanitarian Country Team (HCT), UN Country Team (UNCT), Security Management Team (SMT) and other regular and ad-hoc coordination forums in the country
- Leads the day-to-day emergency response and recovery operations in line with established Log-frames and work plans, including preparation of technical specifications and bid documents for the inputs to be procured in consultation with FAO technical officers and submission to the Budget Holder and the REU Procurement Unit if above the delegated authority of the Head of Project Office
- Manages the identification of implementing partners/service providers, selection of beneficiaries, and delivery and distribution of the inputs to the target beneficiaries
- Maintains close contact in with resource partners in Ukraine and prepare related project profiles, briefs and concept notes for review and clearance by REU, TCE and SP5, as applicable
- Maintains close contact with REU, TCE and SP5 as required and prepare briefs and updates as required
- Facilitates the recruitment of and supervise the national personnel in Kiev

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### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

#### Minimum Requirements

- Advanced university degree in a subject related to the work of the Organization.
- Seven years of relevant experience in public and/or private sectors related to programming, planning and technical cooperation in food and agriculture, including experience in developing countries, especially in countries that are vulnerable to disaster or other emergency risks.
- 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 at international level in rehabilitation and humanitarian policies development, programme formulation and implementation. • Extent and relevance of experience in project implementation and procurement according to FAO's rules and regulations is considered an asset
- Extent and relevance of experience in identifying and preparing programme strategies and policy position on humanitarian and transition contexts, at both global and country levels.
- Extent and relevance of experience in and knowledge of international humanitarian architecture, including agencies, NGOs, and other partners
- Extent and relevance of experience in needs assessments, cluster coordination, UN consolidated appeal process and/or emergency operations for Level 3 emergencies.
- Extent and relevance of Experience in response management and surge support coordination.

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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
- 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**