



## Food and Agriculture Organization of the United Nations

### Vacancy Announcement No: IRC3561

Issued on: 10 October 2016  
Deadline For Application: 7 November 2016

<b>Position Title:</b>	Programme Officer (Budget And Operations)	<b>Grade Level:</b> P-2
<b>Organizational Unit:</b>	Office of the Director, AGPMD	<b>Duty Station:</b> Italy, Rome
		<b>Duration *:</b> Fixed term, 1 year
		<b>Post Number:</b> 2006020
		<b>CCOG Code:</b> 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 Plant Production and Protection Division (AGP) promotes the sustainable intensification of crop production (SCPI). This requires the integration and harmonization of all appropriate crop production policies and practices in order to increase production in a sustainable manner in order to eradicate hunger while preserving the natural resources and environment for future use.

The post will be located in the Pest and Pesticide Management team (AGPMC), one of 6 teams in AGP. The Team provides advice and guidance in areas of pest management in the context of sustainable crop production intensification, and pesticide management in the context of the implementation of the International Code of Conduct on Pesticide Management.

#### Reporting Lines

The Programme Officer reports to the Team Leader AGPMC in FAO HQ and the CTA based in Mali.

#### Technical Focus

Project implementation, operations and performance monitoring, Resource Mobilization, Donor Relations, Grant negotiation.

#### Key Results

Provision of guidance and support in project operations and technical services to support the planning, development, formulation and implementation of GEF and EU-funded projects, facilitation/negotiation/formalisation of grant agreements; outreach and reporting to partners.

#### Key Functions

- Supports the preparation and regular monitoring of annual work plans to achieve project targets;
- Supports monitoring of project budget, cash expenditures and availability, expenditure mapping against the results-based framework and for preparation of budget and project revisions;
- Supports project operational arrangements through contractual agreements and framework contracts for procurement of equipment for safeguarding and for disposal contracts with key project partners;
- Prepares relevant reports on expenditures, forecasts, progress against work-plans, and closure of projects and support the submission of report in accordance with defined procedures and reporting formats, as required
- Assists in project formulation and preparation, including the drafting of project documents, appraisal and operational clearance of project documents, preparation of budgets and active participation in project and programme formulation missions, as appropriate
- Facilitates liaison with decentralized offices;
- Maintains effective working relationships with key stakeholders throughout the project cycle, including to support organization and correct functioning of the relevant Project Task Force and Project Steering Committee meetings;
- Participates in the organization of marketing and outreach activities related to FAO's Strategic Objectives and defined priority areas; facilitates resource partner meetings, events and outreach campaigns;
- Performs other related duties as required.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in development economics, business administration, agricultural economics, finance or project management or another field relevant to the work of the Organization
- Three years of relevant experience in the management of project budget and operations
- Working knowledge of English and French.

### 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 and reporting requirements especially in relation to the Global Environment Facility (GEF) and EU funded projects
- Extent and relevance of experience in institutional collaboration and partnership with governments, private sector and development regional, national and local agencies
- Familiarity with fundraising, coordination with technical and financing institutions, UN interagency cooperation as well as UN-NGO collaboration
- Knowledge of the United Nations/FAO administrative, operational and financial procedures is an asset.

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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**