



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC3647

Issued on: 19 October 2016

Deadline For Application: 2 November 2016

Position Title:	Programme Officer	Grade Level:	P-4
		Duty Station:	Malawi, Lilongwe
Organizational Unit:	FAO Representation in Malawi, FRMLW	Duration *:	Fixed term: one year with possibility of extension
		Post Number:	2006049
		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

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger and malnutrition, and provides technical support for the sustainable development of their agricultural, fisheries and forestry sectors and to respond to crises. The activities of the FAO Country Offices include design and implementation of country-tailored field programmes, liaison with local donor representatives and active public awareness-raising and outreach activities related to FAO initiatives such as the World Food Day.

The FAO Representation in Malawi is developing its field programme based on the Country Programme Framework (CPF) that was signed by the Government in 2014. Out of the five key strategic areas of the CPF, two are receiving increasing support that requires an International Programme Officer to lead, manage and implement. These are:

- Support to policy and programmatic action on sustainable natural resources management and climate change in the context of national food security; and
- Support to disaster risk reduction and resilience in the context of reducing hunger and promoting sustainable agricultural development.

The post is located in the FAO Representation in Lilongwe, Malawi

Reporting Lines

The Programme Officer reports to the FAO Representative. He/She works in close collaboration with the Regional Disaster Risk Management Team as well as with the Assistant FAO Representative (Programme).

Technical Focus

Comprehensive technical expertise to develop, implement, evaluate, and effectively lead FAO's field programme linked to CPF pillar 3 and 5:

- Support to policy and programmatic action on sustainable natural resources management and climate change in the context of national food security"
- Support to disaster risk reduction and resilience in the context of reducing hunger and promoting sustainable agricultural development".

Key Results

Develops, implements, evaluates, effective leadership and management of major projects and teams

Key Functions

- Develops, implements and evaluates assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Researches, analyzes and presents information gathered from diverse sources.
- Coordinates policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.
- Generates survey initiatives; reviews, analyses and interprets responses, identify problems/issues and prepares conclusions.
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to

publications, etc.

- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).

Specific Functions

- Coordinates all staff to ensure timely delivery of the necessary inputs and timely implementation of activities
- Leads the collaboration with partners for the smooth implementation of projects with a view to ensuring full integration of activities and maximum impact, particularly in the planning phase.
- Monitors the budgetary management and accounting of the concerned projects in close collaboration with the Assistant FAOR Programme and the Operations Officer;
- Coordinates the preparation of briefs and comprehensive reports and ensure timely dissemination of information on food and nutrition security as well as land and water management (hotspot area management) to the donor community, UN agencies, NGOs in relief and early rehabilitation activities;
- Contributes to analyses and recommendations to FAO Senior Management on options for policies, strategies and programmes that will contribute to achieving the projects outcomes
- Supports the development, implementation, monitoring and evaluation of national projects under the third and fifth CPF pillar areas.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University degree in agriculture, agricultural economics or related field
- Seven years of relevant experience in large and complex project or programme management including in the field of food security and nutrition, disaster risk management, climate change adaptation, and/or natural resource management in developing countries
- 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
- Extent and relevance experience in climate change adaptation
- Extent and relevance of experience in developing and delivering large projects related to food security and nutrition as well as disaster risk management
- Demonstrated ability to process complex data and analyze information as the basis for technical and policy advice for governments and input to national and international meetings
- Work experience in coordination with UN agencies is considered an asset
- Experience in the Southern Africa Region 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

FAO IS A NON-SMOKING ENVIRONMENT