



## Food and Agriculture Organization of the United Nations

### Vacancy Announcement No: IRC3772

Issued on: 16 December 2016  
Deadline For Application: 27 January 2017

<b>Position Title:</b>	Programme Officer	<b>Grade Level:</b>	P-4
<b>Organizational Unit:</b>	FAO Representation in Bangladesh, FABGD	<b>Duty Station:</b>	Bangladesh, Dhaka
		<b>Duration *:</b>	Fixed Term: one year (with possibility of extension)
		<b>Post Number:</b>	2006143
		<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

FAO Bangladesh assists the Government to develop policies, programmes and projects to address the root causes of hunger and malnutrition; to help the Government develop the agricultural, fisheries and forestry sectors and to use the environmental and natural resources in a sustainable way. It participates in the development of FAO's field projects in the country and implements them in the sectors of food security, agriculture and rural development.

Meeting the Undernutrition Challenge (MUCH) is the follow-up project of the National Food Policy Capacity Strengthening Programme (NFP CSP) and based in the Food Planning and Monitoring Unit (FPMU) of the Ministry of Food (MoFood) in Bangladesh. The MUCH project broadens the scope of NFP CSP's interventions by extending support to other core ministries, civil society organizations (CSOs) and the private sector, seeking to achieve a strengthened enabling environment for eradicating food insecurity and malnutrition, in particular, by improving: (i) cross-sectoral and sectoral policies and investment frameworks and programmes for food security and nutrition (FSN) that are gender sensitive; (ii) human and organizational resource development for FSN; (iii) financial resource allocation for FSN; (iv) inclusiveness of governance and coordination mechanisms for FSN; and (v) comprehensiveness of information generation to support FSN policy and programming.

The post is located in the MUCH project office hosted by the FPMU, Ministry of Food in Bangladesh.

#### Reporting Lines

The Programme Officer reports to the FAO Representative in Bangladesh and to the MUCH Chief Technical Adviser (CTA) on technical issues.

#### Technical Focus

Project planning, monitoring, reporting and budgeting, donor liaison, operational support for project implementation and procedures.

#### 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;
- Generates survey initiatives; reviews, analyzes 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;
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations;
- 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;
- 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).

#### Specific Functions

- Contributes to the designing of annual work plans in coordination and consultation with the Technical Assistance Team of the project, the FPMU, other core ministries and multi-stakeholders concerned with FSN;
- Liaises and interacts closely with the resource partners and other development partners as appropriate, to update information about and advocate project's activities, achievements and future plans for enhanced partnerships, policy dialogues and resource mobilization;
- Contributes to the formulation of project proposals as required as per established procedures and project cycle under different funding arrangements;
- Supervises the Administrative Group of the project;
- Supports the establishment and management of Research Supervisory Committees as well as oversees grants for post-graduate training and other long and short-term training;

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#### CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

##### Minimum Requirements

- Advanced University degree in economics, development studies, management or closely related field
- Seven years of relevant experience in programming, operations, monitoring and budgeting in a national or international environment
- Working knowledge of English

##### 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 programme/project design, implementation, and monitoring in a multi-stakeholder environment, including governments, resource partners, civil society, and the private sector
- Extent and relevance of experience in project operations and budgeting
- Proven ability to network and collaborate with government counterparts as well as technical and resource partners
- Demonstrated capacity to maintain good inter-personal relations and build synergies in a team environment
- Ability to write clear and concise analytical reports for management

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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/recruitment-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**