



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC3773

Issued on: 16 December 2016

Deadline For Application: 30 December 2016

Position Title:	Programme Officer (Operations, Finance And Administration)	Grade Level:	P-4
Organizational Unit:	FAO Representation in Jordan, FNJOR	Duty Station:	Jordan, Amman
		Duration *:	Fixed Term: one year (with possibility of extension)
		Post Number:	2006145
		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

The main aim of the FAO country offices, which are headed by an FAO Representatives, 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.

The Programme Officer (Operations, Finance and Administration) leads the Management Support Unit (MSU) which supports the Representation in Jordan and FAO Iraq project Office based in Amman. The Unit also provides operational support/servicing to all the projects of FAO Iraq. As the Head of the Unit, the incumbent is responsible for the overall programme implementation including providing guidance and direct supervision to the finance, administration, programme management and operations staff of both Representations.

The post is located in Amman with frequent travel to Iraq.

Reporting Lines

The Programme Officer reports to The Programme Officer reports to FAO Representatives in Jordan. S/he collaborates with the relevant units in RNE and at headquarters, the relevant Government Institutions, UN Agencies and other development partners

Technical Focus

Planning, organizing, coordinating and reporting to the FAO Representatives on programme implementation and monitoring. Establishing a functional internal control mechanism; effective accounting procedures and financial management including budget preparation, monitoring and reporting; programme/project operations and implementation; office management and general administration for both the FAO Representations in line with FAO rules, regulations 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, etc.;
- 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, 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

- Negotiates, facilitates finalization and ensures due implementation of the terms and conditions of the Host Country Agreement (HCA) for the Representation in Jordan;
- Ensures establishing an effective internal control mechanism for the Representation including proper accounting procedures, financial and budgetary management combined with routine/periodic reporting; workflow of payment/disbursements; preparation, circulation and awareness on the Fraud Control Plan for the two Representations;
- Supervises and ensures smooth administrative functions of the Office with focus on asset management, inventory, vehicles operations and maintenance, MOSS of the Office and MORSS for the International staff in the country; contract management for the Representation; standardization of office equipment;
- Coordinates all inception activities including organization of Project Task Forces, arrange for: operational/technical/financial clearances of LoAs, as appropriate; technical clearances of technical specifications for national/international procurement actions including tenders in consultation with CSAP; recruitment of international consultants/experts and related logistics; organization of briefings and provision of overall operational guidance and support to the projects of both the Representations;
- Coordinates, guides and supervises operational, administrative and logistics project personnel;
- Liaise with the agencies of the UN system, recipient government officials, NGOs, other partners and stakeholders as required on administrative and operational matters;
- Performs other related duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration, development studies, human resources management or closely related field.
- Seven years of relevant experience in in finance, administration, office management and programme/operations. Working knowledge of English and limited knowledge of Arabic.

Competencies

- Results Focus
- Team Work
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous

Technical/Functional Skills

- Work experience in more than one location or area of work, particularly in field positions is desirable
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- Extent and relevance of experience in the field of finance, budget management, human resources, procurement and logistics operations.
- Work experience in project formulation and demonstrated ability in different phases of the project cycle management.
- Proven track record in programme management and operations.
- Demonstrated ability with on-ground experience in both regular/development programmes and emergency operations.

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

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