



Food and Agriculture Organization of the United Nations

Vacancy Announcement No: IRC3837

Issued on: 25 January 2017

Deadline For Application: 15 February 2017

Position Title:	Liaison Officer	Grade Level:	P-4
		Duty Station:	Japan, Yokohama
Organizational Unit:	Office of the Director, LOJAD	Duration *:	Fixed term: two years with possibility of extension
		Post Number:	0916714
		CCOG Code:	1A10

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 Liaison Office with LOJ is responsible for the liaison with the Government of Japan, the country's civil society, media, research and educational institutions, and the International Organizations based in Japan.

Reporting Lines

The Liaison Officer reports to the Director, Liaison Office in Japan.

Technical Focus

The incumbent will ensure effective liaison on all matters of interest to FAO with the organs and offices of the Government of Japan and other institutions, including International Organizations, local governments, Non-Governmental Organizations, United Nations agencies, Private Sector, media and academic institutions.

Key Results

Provide strategic policy and political analytical support to the Director LOJ. The establishment and maintenance of relations with Members and external development partners operating in the Country of assignment and monitor developments affecting nutrition, food and agriculture. Represent the Organization at meetings which address matters that fall within the mandate of FAO.

Key Functions

- Builds network of collaboration with governmental and organizational counterparts to facilitate programme coordination and promotion;
- Monitors and identifies critical programme issues where FAO inputs/involvement is needed, organize information flows from external collaborators to programme units;
- Identifies opportunities for FAO to project organizational capacities and priorities into agendas and activities at the UN Common System level and with counterparts; assesses FAO participation in interagency forums, identifies areas to improve effectiveness of FAO communication strategies and approaches;
- Builds awareness within FAO of the perspective and priorities of collaborators, assists FAO programme unit with networking with external counterparts;
- Promotes FAO positions and capacities in collaborative activities with external counterparts;
- Represents FAO in receiving visitors and facilitates replies to institutional and public inquiries on subjects falling within the competence of FAO;
- Facilitates mobilization of resources for partnerships in support of agriculture and food security to support countries of mutual interest;
- Carries out programming, budgetary and administrative work in support of the Office activities;
- Performs other duties as required.

Specific Functions

- Provides policy advice and exchange of information with the institutions on subject matters relevant to the FAO mandate in agriculture and rural development, forestry and fisheries, natural resources, technical cooperation and research, with a view to informing them on FAO objectives, policies and programmes and to favourably impacting their views;
- Ensures follow up to encourage dialogue and discussion and negotiations concerning FAO-Japan collaboration on specific sectors and programmes, including contribution to resources mobilization activities;
- Advises FAO senior management as appropriate on legislation, policies and programmes of the Japanese

- government which are relevant to the work of FAO;
- Ensures efficient and effective management of any project entrusted to LOJ;
- Organizes and attend the visit of FAO officials to Japan and brief them on the Japanese issues related to the political/institutional developments on agriculture and development;
- Contributes to the mid-term planning and other budget related exercises.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in Agriculture, Social or Political Sciences, Economics, Public Administration, International Relations or a related field relevant to the work of the Organization
- Seven years of relevant experience in development work and /or designing and managing projects, interacting with social partners and with governments, international organisations, research institutions, civil society and the private sector
- Working knowledge of English and Japanese, and limited knowledge of one of the other official languages of the Organization (Arabic, Chinese, French, Russian or Spanish)

Competencies

- Results Focus
- Team Work
- 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 a field relevant to the work of the Organization and development work and/or designing and managing projects, interacting with social partners and with governments, international organisations, research institutions, civil society and the private sector
- Depth of knowledge of FAO's programmes and priorities is considered a strong asset
- Extent and relevance of experience in policy development, policy coordination and project planning
- Familiarity with government institutions and civil society organizations in Japan is a strong 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
- The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

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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