



Food and Agriculture Organization of the United Nations

## Vacancy Announcement No: IRC3930

Issued on: **14 March 2017**

Deadline For Application: **28 March 2017**

<b>Position Title:</b>	Programme Officer	<b>Grade Level:</b>	P-3
		<b>Duty Station:</b>	Italy, Rome
<b>Organizational Unit:</b>	Land Tenure Unit, OPCL Partnership, Advocacy and Capacity Development Division	<b>Duration *:</b>	Fixed term: 1 year
		<b>Post Number:</b>	2006241
		<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 Partnerships, Advocacy and Capacity Development Division (OPC) provides strategic advice and technical support at corporate, global, regional and country levels by managing relationships with non-state actors and engaging in partnerships with them, developing capacities, fostering dialogue, advocating for FAO's corporate positions; and has lead responsibility for family farmers and their organizations, land tenure, VGGT and RAI.

The post is located in the Land Tenure Unit (OPCL), which provides technical support and guidance on land tenure and land administration within the framework of the Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests in the Context of National Food Security (VGGT). The post is located at FAO Headquarters, Rome (Italy).

### Reporting Lines

The Programme Officer reports to the Senior Land Tenure Officer, coordinator of FAO Trust Funds for VGGT activities (OPCL).

### Technical Focus

Resource Mobilization, Results-based Management, Donor Relations and Partnerships, Budgetary and Grant Negotiation.

### Key Results

Develop, implement, monitor and evaluate assigned programme/projects.

### Key Functions

- Participates in the development, implementation and evaluation of 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 proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions;
- Assists in policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.;
- Prepares various written outputs, e.g. drafts background papers, analysis, sections of reports and studies, inputs to publications, etc.;
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities;
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).

### Specific Functions

- Collaborates and coordinates with the management team responsible for implementing the VGGT Trust Fund Projects, donor resource mobilization, global multi-donor trust fund management programme/project design and overall day to day operational management;
- Provides VGGT project implementation recommendations through all stages of their cycle including: identification, formulation, implementation, monitoring, reporting and closure, in cooperation and consultation with relevant units.

- Participates in VGGT donor resource mobilization activities, multi-donor trust fund management, and/or VGGT Global programme/project design. In liaison with Decentralized Offices and in close collaboration with Regional Strategic Programmes Coordinators (RSPCs and SP Teams) Contributes to all resource mobilization activities, proposing projects requiring additional funding and identifying funding options;
- Facilitates contact with potential partners to explore funding opportunities, in collaboration with Decentralized Offices and units concerned, supports negotiations of funding agreements and project proposals with governments; maintains effective working relationships with key stakeholders throughout the project cycle, including to support implementation, facilitates monitoring and compliance issues and ensures submission of reports, as required;
- Administers and manages budgets related to the Trust Funds of the VGGT implementation programme. Prepares allotments, staffing, authorizations and redeployments of funds, analyses budget submissions, obtains clearances, clarifications and justifications for various resourcing partners. Advises and supports project formulators/budget holders on the successful execution and implementation of the project towards achieving the expected outputs as indicated in the Project Document and Annual Work Plans, and ensures streamlined effective budgeting and administrative functions are in line with FAO policies;
- Updates operational and pipeline project data and is responsible for the follow-up with technical, operational and administrative units concerned, both at FAO headquarters, and in the decentralized offices as required.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree in economics, business administration, international relations or a related field.
- Five years of relevant experience in project or programme management, administration, international development, grant negotiations or related area.
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian.

### 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 of experience and knowledge in negotiating funding agreements with bilateral and multilateral institutions and demonstrated skills and experience in managing relations and outreach with partners.
- Extent and relevance of experience in the field of administration, human resources, finance and management and procurement.
- Extent and relevance of experience in VGGT programme/project formulation, analysis, planning, implementation and reporting, regarding land administration and governance of tenure.
- Extent of knowledge of planning and budgetary processes and associated tools.
- Extent of understanding of the functioning of the FAO system and in particular of FAO's structure, policies and procedures related to project work trust funds for decentralized activities is considered a strong 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/iemployment-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)

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